

## Registration Policies and Deadlines: Spring 2012

**Payment Deadline:** You must arrange payment for your **BILL** by:

"P" Part of Term Code appears on Top Left of Student's Schedule	Starts the Week of:	Payment Deadline:*
"V" Winterim 2-weeks	Jan. 9, 2012	Dec. 27, 2011
"1" Full term courses 15-weeks	Jan. 23, 2012	Jan. 09, 2012
"2" 1 <sup>st</sup> 7-weeks	Jan. 23, 2012	Jan. 09, 2012
"V" Variable Start/Variable Duration (more than 2-weeks)	Variable, refer to Scheduler/SIS (Student Information System <a href="http://sis.greatbay.edu">sis.greatbay.edu</a> )	Two weeks prior to start of semester
"L" Late Start 11-weeks	Feb. 21, 2012	Feb. 07, 2012
"3" 2 <sup>nd</sup> 8-weeks	Mar. 19, 2012	Mar. 05, 2012

\*You must make payment arrangements by 8 a.m. of the deadline date listed above or you **may** be dropped from the course(s). If you make payment arrangements after the payment deadline, you will need to register again, and will be able to do so only if there is space available. If you register (in person, by fax, or online via your SIS account) after the payment deadline, you must make payment or payment arrangements the day of registration.



Workshops/Non-Credit Courses **MUST** be paid for at the time of registration.

(Booster Workshops, Small Engine Repair, APICS, START, CNC, SEARCH, Office Skills & Technology, Personal Care Attendant, National Electrical Code Update, etc.)

**The College reserves the right to modify aspects of College operations as well as to change tuition and other charges without notice. A one-time orientation fee of \$30.00 is charged for newly matriculated students.**

### Payment Options:

- **Full Payment** – you can now make your one-time payment online!
- **NELNET automatic withdrawal PAYMENT PLAN** – set up online. Brochures available at the One Stop.
- **Financial Aid Deferment** – complete the form in the One Stop. **Financial Aid Deferments** are available to students who are awarded and have accepted aid (**all requirements satisfied**) and the aid covers the total amount owed. If the aid does not cover the full amount, either submit the full payment of the difference or set up a **NELNET automatic withdrawal payment plan** online to cover the balance due by the deadline.
  - If your Financial Aid paperwork is incomplete by the deadline, you will need to start a **NELNET automatic withdrawal payment plan** online for the full amount owed. The payment plan will be in effect for the duration of the term until your aid award is applied to your account and there is no remaining unpaid balance.
- Third Party **UNCONDITIONAL** promise to pay (**payable to Great Bay Community College on company letterhead or purchase order**), subject to review and approval by the Business Office Manager.



Did you know you can purchase your books online? Go to [www.greatbay.bkstr.com](http://www.greatbay.bkstr.com) to view your course material. The website will list the upcoming term starting four weeks prior to classes starting.

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### Refund Deadlines:

Students who officially withdraw from the college or an individual course by the end of the fourteenth (14<sup>th</sup>) calendar day of the semester will receive a 100% refund of tuition, less non-refundable fees (Non-refundable fees are the advanced tuition deposit, application fee, and orientation fee.). Students in classes that meet in a format shorter than the traditional semester (15-16 weeks) will have seven (7) calendar days from the start of that shorter semester (not class) to withdraw for a full refund. If the seventh (7<sup>th</sup>) or fourteenth (14<sup>th</sup>) calendar day falls on a weekend or holiday, the drop refund date will be the first business day following the weekend or holiday. ♦/♦♦

All refunds require that the student complete an official withdrawal form.

"P" Part of Term Code appears on Top Left of Student's Schedule	Starts the Week of:	Deadline to withdraw with 100% Refund ♦♦♦	Deadline to withdraw with "W"	Deadline to withdraw with "WP/WF" (Instructor signature required)	Financial Aid Begins to Disburse (must be in at least 6 credits for loans) Week of: ♦♦♦♦
"V" Winterim 2-weeks	Jan. 9, 2012	End of First day of class	Jan. 17, 2012	Jan. 19, 2012	Feb. 15, 2012
"1" Full term courses 15-weeks (includes online)	Jan. 23, 2012	Mon. Feb. 6, 2012	Apr. 2, 2012	Apr. 30, 2012	Feb. 15, 2012
"2" 1 <sup>st</sup> 7-weeks	Jan. 23, 2012	Mon. Jan. 30, 2012	Feb. 21, 2012	Feb. 25, 2012	Feb. 15, 2012
"V" Variable Start/Variable Duration (more than 2-weeks)	Variable, refer to Scheduler/SIS	7 calendar days from the start of semester, not class	Up through 60% of the course	After 60% of the course	Feb. 22, 2012
"L" Late Start 11-weeks	Feb. 21, 2012	Mon. Feb. 27, 2012	Apr. 11, 2012	Apr. 30, 2012	Mar. 21, 2012
"3" 2 <sup>nd</sup> 8-weeks	Mar. 19, 2012	Mon. Mar. 26, 2012	Apr. 19, 2012	Apr. 30, 2012	Apr. 11, 2012

♦ **Exception:** Students in courses that meet for two weeks or fewer must drop by the end of the **first day of the class** in order to get a 100% refund.

♦♦ **Workshops/Non-Credit Courses Exception:** Students registered for Workshops/Non-credit Courses must withdraw in writing at least **three days prior to the first session** in order to receive a full refund of tuition and fees. (Booster Workshops, Small Engine Repair, APICS, START, CNC, SEARCH, Office Skills & Technology, Personal Care Attendant, National Electrical Code Update, etc.)

♦♦♦ **SIS Web Registration (Add/Drop):** Open Nov. 7, 2011-Jan. 22, 2012 for **RETURNING MATRICULATED** students only. **SIS Web Drop** will be open to **ALL STUDENTS** starting Jan. 23, 2012, up through the Deadlines listed above. Certain restrictions apply. Go to [sis.greatbay.edu](http://sis.greatbay.edu).

♦♦♦♦ **Financial Aid:** Pell Grants will pay for less than half-time enrollment. Loans will pay only if you are in at least 6 credits. If you have any questions, please contact the Financial Aid Office to discuss your award status at [askgreatbay@ccsnh.edu](mailto:askgreatbay@ccsnh.edu) or call 603-427-7610.

**Martin Luther King Day, Jan. 16, and President's Day, Feb. 20 – College Closed**  
**Spring Break Mar. 12-18 – No classes**