

# Great Bay Community College

## Registration Form *(Please print clearly)*

FOR OFFICE USE			
Term _____	Time _____	Staff _____	Date _____

STUDENT ID \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE NAME \_\_\_\_\_ LAST NAME \_\_\_\_\_

**RESIDENCY** (Student Must Check One)  US Citizen or Permanent Resident who has lived in NH for the past 12 months (R)  
 US Citizen or Permanent Resident who has not lived in NH for the past 12 months (O)  
 International Student  In Process—Under I797 (I)  
 Out of State Student (O)

Major: \_\_\_\_\_  
 Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone: Home (\_\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_\_) \_\_\_\_\_  
 Email: \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ \*Social Security #: \_\_\_\_\_  
Students will be issued a GBCC email address within 24 hours of course registration for credited courses.

\*For compliance purposes, Great Bay Community College collects names and social security numbers from all students attending the college. For example, the Internal Revenue Code requires the college to produce a 1098-T tax form. The college's use of social security numbers will be limited to legitimate educational purposes. The college will ensure the security of the student's social security number and will not disclose it to anyone outside the college, except as authorized by federal or state laws or applicable policies.

**Federal Governmental Statistical Information (Optional):**

Sex:  Female  Male  
 U.S. Citizen:  Yes  No

<b>VETERAN STATUS:</b> <input type="checkbox"/> Vet using GI Bill <input type="checkbox"/> Dependent using GI Bill <input type="checkbox"/> Disabled Vet using GI Bill
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Ethnicity:  Hispanic or Latino  Not Hispanic or Latino  
 Race:  American Indian/Alaska Native  Asian  Black/African American  Native Hawaiian/Pacific Islander  White

CRN # (10721)	Course (ACCT 113)	Section (HYA)	Course Title/Description (ACCT & Financial Reporting I)	Credits	Tuition

I understand if I do not successfully complete prerequisites for the above course(s), my registration for the above course(s) will be deleted.

**Please Note --** You must fulfill your financial obligation before the beginning of the semester or you may be subject to a \$50.00 service charge.

**Financial Obligation Statement --** I agree that by registering for courses within the Community College System of New Hampshire (CCSNH), I am financially obligated for ALL costs related to the registered course(s). Upon a drop or withdrawal, I agree that I will be responsible for all charges as noted in the student catalog and handbook. I further understand that if I do not make payment in full, my account may be reported to the credit bureau and/or turned over to an outside collection agency. I also agree to pay for the fees of any collection agency, which may be based on a percentage of the debt up to a maximum of 35%, and all additional costs and expenses, including any protested check fees, court filing costs and reasonable attorney's fees, which will add significant costs to my account balance.

**TUITION REFUND POLICY Credit and Non-Credit Courses**

All refunds require that the student complete an official withdrawal form. Students who officially withdraw from the college or an individual course by the end of the fourteenth (14th) calendar day of the semester will receive a 100% refund of tuition, less nonrefundable fees. Students in classes that meet in a format shorter than the traditional semester (15-16 weeks) will have seven (7) calendar days from the designated start of that semester, not class, to withdraw for a full refund. If the seventh (7th) or fourteenth (14th) calendar day falls on a weekend or holiday, the drop refund date will be the first business day following the weekend or holiday. 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. Students registered for non-credit workshops/professional training must withdraw in writing at least three business days prior to the first session to receive a full refund of tuition and fees. Refunds take approximately four to six weeks to be processed. If the college cancels a class, tuition and Academic Instruction fees will be refunded.

**Transferable Coursework**

Great Bay Community College is part of the Community College of New Hampshire. Any transferrable coursework taken at a sister CCSNH institution may be applied to your program of study unless you opt out. Transfer Credit Opt Out forms are available at the One Stop or online at <http://greatbay.edu/courses/registration/booklets>

Student Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Advisor Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent Signature if Student is Under 18 years old \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

<p>METHOD OF PAYMENT - Credit Card: MasterCard/Visa/Discover Only:                  Account # _____                  Expiration Date _____ Zip Code _____ CVV _____                  Signature _____                  Name on Card _____</p>	<p><input type="checkbox"/> Cash (Do not mail)  <input type="checkbox"/> Check (Attach)  <input type="checkbox"/> Company Billing (Attach authorization letter)  <input type="checkbox"/> Financial Aid  <input type="checkbox"/> FACTS (a Nelnet company) Payment Plan (setup online)</p> <p>Registrations will NOT be processed if you have an outstanding obligation to GBCC. Upon registration, you are enrolled unless otherwise notified. Classes are subject to change. Students need to check the GBCC website (<a href="http://www.greatbay.edu">www.greatbay.edu</a>) under the Student Information System (SIS) for their classroom location(s) schedule, grades, financial aid information, student email account, etc.</p>
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