

Great Bay Community College

Business & Training Center

320 Corporate Drive, Portsmouth, NH 03801 P: (603) 427-7610 F: (603) 334-6308

www.greatbay.edu/btc

FOR OFFICE USE

Fall ____ Spring ____ Summer ____

Date _____

Registered by _____

Phone Registration _____

Non-Credit Registration Form

(Complete all items. Please print clearly and sign in ink.)

STUDENT ID

SOCIAL SECURITY NUMBER*

FIRST NAME

MIDDLE NAME

LAST NAME

PRIOR NAME(S) (If applicable)

DATE OF BIRTH (mm/dd/yy)

HOME ADDRESS

APT#

CITY/TOWN

STATE

ZIP CODE

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HOME PHONE

WORK PHONE

CELL PHONE

PERSONAL EMAIL ADDRESS (Please provide incase your class is cancelled or changed.)

CHECK HERE IF THERE IS A CHANGE IN NAME, ADDRESS, OR PHONE.

EMPLOYER NAME/ADDRESS (If applicable)

OCCUPATION/JOB TITLE

FEDERAL GOVERNMENT STATISTICAL INFORMATION: (Optional)

SEX:

MALE

FEMALE

RACE:

AMERICAN INDIAN/ALASKAN NATIVE

ASIAN

VETERAN STATUS:

VET USING GI BILL

DEPENDENT USING GI BILL

DISABLED VET USING GI BILL

BLACK/AFRICAN AMERICAN

NATIVE HAWAIIAN/PACIFIC ISLANDER

ETHNIC BACKGROUND:

HISPANIC/LATINO

NOT HISPANIC/NOT LATINO

WHITE

COURSE REGISTRATION

CRN #	Course #	Course Title / Description	Tuition

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 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 (Non-Credit Courses): All Students registered for non-credit workshops, tests, professional training, or seminars must withdraw in writing at least three business days prior to the first session. Payments by cash or check will receive a full refund of tuition and fees. Exception: non-credit workshops, tests, professional training, or seminars registered online with a credit/debit card incur a non-refundable 7.0% transaction fee and a non-refundable \$1.99 administration fee. Refunds take approximately four to six weeks to be processed.

*For compliance purposes, the Community College System of New Hampshire and its Colleges 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.

STUDENT SIGNATURE

DATE

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.