

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)

- ☐ NH Resident > 12 Months (R)
☐ NH Resident < 12 Months, or ME/MA Resident w/in 50 mile radius, or VA Beneficiary outside NH (F)
☐ New England Regional (matriculated in a program) (N)
☐ Out of State (O)
☐ International Student (I)

Major: _____

Address: _____ City _____ State _____ Zip _____

Phone: Home (_____) _____ Work (_____) _____ Cell (_____) _____

Email: _____ Date of Birth ____/____/____ *Social Security # (last 4 only): ____

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

Ethnicity: ☐ Hispanic or Latino ☐ Not Hispanic or Latino

Race: ☐ American Indian/Alaska Native ☐ Asian ☐ Black/African American ☐ Native Hawaiian/Pacific Islander ☐ White

VETERAN STATUS:

- ☐ Vet using GI Bill
☐ Dependent using GI Bill
☐ Disabled Vet using GI Bill

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.

Automatic Award -- Upon completion of the program for which you applied, Great Bay may automatically award the credential you earned (i.e. Certificate or Degree).

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. 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. 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/transfer-credit-opt-out-form/>

Student Signature _____ Date ____/____/____ Advisor Signature _____ Date ____/____/____

The Community College System of New Hampshire (CCSNH) uses electronic signatures and records in place of traditional ones whenever possible. You will conduct business electronically with CCSNH using a computer with a supported operating system and internet browser, sufficient electronic storage capacity, a printer and your official CCSNH email account. By logging into CCSNH systems, including but not limited to Banner SIS and Canvas, you are opting to conduct electronic transactions with the Community College System and consenting to receive written notices electronically, including those involving financial obligations, and you are acknowledging that CCSNH can use electronic mechanisms alone to convey critical information related to your admission, financial aid, payment plan, student account, transcript information, registration and other activities and accounts you may undertake or have as a student at CCSNH. You have a right to request a paper copy of an electronic record. You may withdraw your consent at any time by contacting Student Services. If you decide to withdraw your consent, however, you may be prevented from registering for classes.

GBCC offers two convenient ways to pay online through the Student Information System (SIS) <http://www.greatbay.edu/sis> :

1. Pay Online using a one-time payment
2. Pay Online by utilizing the Installment Payment Plan
 - Students may also utilize financial aid. Please make sure that you complete your 2020-2021 FAFSA by going to fafsa.gov.
 - If your tuition is being paid by an employer or a third party agency, please ensure that an authorization letter is forwarded to the Bursar's Office.

Tuition and fees are subject to change without notice

If you need assistance please contact the Business Office at GBCCBusinessOffice@ccsnh.edu

Registrations will NOT be processed if you have an outstanding obligation to CCSNH