



31 College Drive • Concord, NH 03301  
 Day Classes—Registrar's Office (603)271-7142 Fax—(603)271-6431  
 Evening Classes—Continuing Education (603)271-7122 Fax—(603)223-0785

NAME

## Spring 2012 REGISTRATION FORM

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

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

Check here if this is a change in name, address, or phone.

Prior Name(s): \_\_\_\_\_ Major: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Home (\_\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_ \*Social Security #: \_\_\_\_\_

Students will be issued an NHTI email account, which will be used for all college communication.

\* Federal law requires that NHTI collect names and corresponding social security numbers for all students attending the college. The college is required by the Internal Revenue Code to produce a 1098-T tax form (26 U.S.C.A. Section 6050 or Federal Register, Vol. 67, No. 2244, page 777686 (ii)) which requires the college to report the names and social security numbers of all students taking credit-bearing courses. Please note, however, that the college will ensure the security of the student's social security number and will not disclose it to

Federal Governmental Statistical Information (Optional): Sex: \_\_\_\_\_ Female \_\_\_\_\_ Male Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Ethnic Background: Are you Hispanic or Latino: \_\_\_\_\_ Yes \_\_\_\_\_ No

Select one or more races: \_\_\_\_\_ American Indian/Alaskan \_\_\_\_\_ Asian \_\_\_\_\_ Black or African American \_\_\_\_\_ Native Hawaiian/Pacific Islander \_\_\_\_\_ White

CRN	Course # and Section	Course Title/Description	Credits	Tuition

I have met any prerequisite and co-requisite requirements that may be required for any of the above courses.

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 understand by registering for courses at NHTI, I am financially obligated for ALL costs related to the registered course(s). Upon a drop or withdrawal, I understand 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 understand that I will be responsible for the cost of the outside collection agency, any legal fees and any bounced check fees, which will add significant costs to my account balance.

Refund Policy -- Students who officially withdraw from NHTI or an individual course by the end of the fourteenth (14th) calendar day of the semester will receive a 100% refund of tuition, less non-refundable 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 the class to withdraw for a full refund, less non-refundable fees. If the seventh (7th) or fourteenth (14) 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 receive a 100% refund, less non-refundable fees. [Please note that certain fees are non-refundable. Non-refundable fees are defined as advance tuition deposits, admission application fees, residence hall room deposits, payment plan fee, orientation fees. All other fees are to be considered refundable. This includes, but is not limited to academic instruction fees, lab fees, comprehensive student services fees, and the Nursing, Dental, and Diagnostic Medical Imaging Program clinical surcharges.]

Student Signature \_\_\_\_\_ Date \_\_\_\_\_ Advisor Signature (Day Only) \_\_\_\_\_ Date \_\_\_\_\_

### Method of Payment— if paying in FULL

Credit Card:  MasterCard  Visa  Discover

Name on card (if different from above): \_\_\_\_\_

Account # \_\_\_\_\_

Exp Date \_\_\_\_\_ Phone \_\_\_\_\_

Billing Address: \_\_\_\_\_

Street

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature \_\_\_\_\_

Cash  Check (Attach)  Financial Aid  
 Company Billing (Attach authorization letter)  Online Installment Payment Plan

Tuition and Fees are due three weeks before the first class day of each semester/ session. NHTI does not send paper bills. It is the student's responsibility to view their tuition and fees online through their SIS account and make payment by the due date. For more information go to [nhti.edu/bursar](http://nhti.edu/bursar).

Registrations will **NOT** be processed if you have an outstanding obligation to NHTI. Upon registration, you are enrolled unless otherwise notified. No confirmation will be mailed. Classes are subject to change. Students need to check the NHTI website ([www.nhti.edu](http://www.nhti.edu)) under the Student Information System (SIS) for their classroom location(s), schedule, grades, financial aid information, student email account, etc.