



Certificate Request Form

Please complete this form when completing the course requirements for your certificate program.

YOU MUST APPLY AND BE ACCEPTED IN THE CERTIFICATE PROGRAM and have achieved a minimum grade point average (GPA) of 2.0 in those courses required in the specific program.

Are you planning on continuing next semester in an Associate Degree Program? YES NO

Students who have successfully completed a certificate program and who wish to transfer earned credits into a degree program must apply for admission into the desired degree program.

ID# Certificate: (If receiving two certificates, please complete separate forms)

Print your name CLEARLY and EXACTLY as you would like it to appear on your certificate:

FIRST NAME MIDDLE NAME OR INITIAL LAST NAME

Mailing Address

City State Zip Code

Home Phone Number Work Phone Number Cell Phone Number

Please check the semester you anticipate completing your required course

- Fall 20 Semester Completion (January 1 Award Date Certificate mailed after award date)
Spring 20 Semester Completion (June 1 Award Date Certificate mailed after award date)
Summer 20 Semester Completion (September 1 Award Date - Certificate mailed after award date)

Note: Certificates take 1 - 2 weeks to process after the award date. Certificates will be mailed providing all financial and other obligations to NHTI have been met.

Student Signature

Date

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.

--Office Use Only--

Date Rec'd Catalog Term Semester Curriculum Completed GPA
Certificate Posted Account Status Mailed