

**Registrar's Office**

P: 603-230-4014  
 F: 603-230-9314  
[NHTIRegistrar@ccsnh.edu](mailto:NHTIRegistrar@ccsnh.edu)

## Add/Switch Course Form

Completed forms must be submitted to the Registrar's Office.

Name _____ <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>Fall</span> <span>Spring</span> <span>Summer</span> </div>	Student ID # _____ Year _____
---	----------------------------------

**Courses Being Added**

Course CRN # _____	Course Title _____
Instructor Approval _____	Date _____
Course CRN # _____	Course Title _____
Instructor Approval _____	Date _____

**Courses Being**

Dropped Course CRN # _____	Course Title _____
Course CRN # _____	Course Title _____

*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.

*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 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 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 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.] I understand that dropping this course may affect financial aid, loans, Military education benefits, F1 student visa status, athletic eligibility, health insurance, residence hall status, and academic progress.

For extenuating circumstances, students may submit a request for a credit or waiver appeal. Tuition credit(s) or waiver appeals are granted **only in cases of rare and extreme circumstances including medical, death in immediate family, military activation, academic advisement, or a catastrophic life event**. Requests should be made only by the student, not parents or other parties. Requests must be submitted to the Department of Academic and Workforce Education at [NHTIacademicaffairs@ccsnh.edu](mailto:NHTIacademicaffairs@ccsnh.edu) and received by the end of the semester for which the student is submitting an appeal. Requests will be reviewed by the Credit/Waiver Committee.

Student Initials: \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Rev. 01.25