NHTI
Concord's Community College

☐Summer ☐Fall ☐Spring _____ REGISTRATION FORM
(Check One) (Year)

31 College Drive • Concord, NH 03301

Registrar's Office (603)230-4014 Fax—(603)230-9314 nhtiregistrar@ccsnh.edu
Academic Advising Center (603)230-4021 Fax—(603)230-9309
nhtiadvising@ccsnh.edu

NHTI 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 #: XXX-XX- _____

Students will be issued an NHTI email account, which will be used for all college communication. **(Last 4 digits only)**

*For compliance purposes, the Community College System of New Hampshire and its Colleges collect 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 exercise due diligence to protect 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.

Have you ever served in the U.S. Armed Services? ____**Yes** ____**No** **Are you a dependent of a Veteran?** ____**Yes** ____**No**

Are you planning to use VA Education Benefits? ____**Yes** ____**No** **If yes, Which VA Chapter will you be using?**_____

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 & Fees

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

Payment -- You must have full payment in place by the due date or you may incur a $50.00 late fee. If you register after the due date, payment is due at the time of registration. See payment box below for more info.

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.

NHTI 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 alternative semester to withdraw for a full refund, less non-refundable fees. 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 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, residence hall room deposits, payment plan fees, and Accuplacer test fees. All other fees are to be considered refundable. This includes, but is not limited to academic instruction fees, comprehensive student services fees, and program clinical surcharges.]

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.

Student Signature _____ **Date**_____ **Advisor Signature (Day Only)** _____ **Date**_____

NHTI offers two convenient ways to pay Online through the Student Information System (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 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.
For more information on how to pay, additional payment options, or how to access your SIS account, please visit the Bursar's Office page by going to nhti.edu > Student Resources > How to Pay Your Tuition and Fees.

Tuition and Fees are due two 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. Your charges can be found on View Pay Account.

Registrations will **NOT** be processed if you have an outstanding obligation to CCSNH (Community College System of NH). Upon registration, you are enrolled unless otherwise notified. No confirmation will be mailed. Classes are subject to change. Students need to verify their schedule, classroom locations, grades, **semester charges**, financial aid information, student email account, etc. at sis.ccsnh.edu.
If you have any payment related questions, please contact the Bursars Office via phone: (603) 230-4012 or via email: nhtubursar@ccsnh.edu

Tuition and fees are subject to change without notice

3/20/2020