

Registrar's Office  
P: 603-230-4014  
F: 603-230-9314  
NHTIregistrar@ccsnh.edu

Academic Advising  
P: 603-230-4021  
F: 603-230-9309  
NHTIadvising@ccsnh.edu

Summer  Fall  Spring Year \_\_\_\_\_

# Registration Form

Full Name (first, middle, last) \_\_\_\_\_ Student ID # \_\_\_\_\_  
 Check here if this is a change in name, address, or phone.

Previous Name(s) \_\_\_\_\_ Major \_\_\_\_\_

Address \_\_\_\_\_  
 Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Students will be issued a CCSNH email to be used for all college communications. SSN\* XXX-XX-\_\_\_\_\_ Last 4 digits only

\*For compliance purposes, CCSNH and its colleges collect names and SSNs from all students attending the college. The college's use of SSNs will be limited to legitimate educational purposes. The college will exercise due diligence to protect student SSNs and will not disclose them 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 the dependent of a veteran?  Yes  No

Are you planning to use military education benefits?  Yes  No If yes, which benefits are you using? \_\_\_\_\_

Federal Government Statistical Information (Optional) Sex  Male  Female

Ethnic Background Are you Hispanic or Latino?  Yes  No

Select Race(s)  American Indian/Alaskan  Asian  Black/African American  Native Hawaiian/Pacific Islander  White

CRN	Course # and Section	Course Title and Description	Credits	Tuition and Fees

*I have met any prerequisites and corequisites 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 late fee. If you register after the due date, payment is due at the time of registration.

**Financial Obligation Statement:** I agree that by registering for courses within 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 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 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 7 calendar days from the designated start of the alternative semester to withdraw for a full refund, less nonrefundable fees. If the 7th or 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 2 weeks or fewer must drop by the end of the first day of class to receive a 100% refund, less nonrefundable fees. (Please note that certain fees are nonrefundable. Nonrefundable 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 charges.

CCSNH uses electronic signatures and records 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 CCSNH and consenting to receive written notices electronically, including those involving financial obligation, 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 the 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, you may be prevented from registering from classes.

NHTI offers 2 ways to pay 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 FAFSA by going to [fafsa.gov](http://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](http://NHTI.edu) > Admissions > Tuition and Costs > Bursar's Office.

Tuition and fees are due 2 weeks before the first class day. NHTI does not send paper bills. It is your responsibility to view your tuition and fees online on SIS and make payment by the due date. Registrations will not be processed if you have an outstanding obligation to CCSNH.

Upon registration, you are enrolled unless otherwise notified. No confirmation will be mailed. Classes are subject to change. Verify your schedule, classroom locations, grades, semester charges, financial aid information, student email account, etc. at [sis.ccsnh.edu](http://sis.ccsnh.edu).

Questions? Contact the Bursar's Office at 603-230-4012 or [NHTIbursar@ccsnh.edu](mailto:NHTIbursar@ccsnh.edu). Tuition and fees are subject to change without notice.

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