

Great Bay Community College

Registration Form *(Please print clearly)*

FOR OFFICE USE

Term _____

Staff _____ Date _____

@ _____
STUDENT ID **FIRST NAME** **MIDDLE NAME** **LAST NAME**

- RESIDENCY** (Student Must Check One) US Citizen or Permanent Resident who has lived in NH for the past 12 months (R)
 US Citizen or Permanent Resident who has not lived in NH for the past 12 months (O)
 International Student (I)
 Out of State Student (O)

Major: _____

Address: _____ City _____ State _____ Zip _____

Phone: Home (_____) _____ Work (_____) _____ Cell (_____) _____

Email: _____ Date of Birth ____/____/____ *Social Security #: _____
Students will be issued a GBCC email address within 24 hours of course registration for credited courses.

* Federal law requires that GBCC 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 anyone outside the college, except as authorized by federal or state laws or applicable policies.

Federal Governmental Statistical Information (Optional):

Sex: Female Male

U.S. Citizen: Yes No

Ethnicity: Hispanic or Latino Not Hispanic or Latino

Race: American Indian/Alaska Native Asian Black/African American Native Hawaiian/Pacific Islander White

- VETERAN STATUS:** Vet using GI Bill
 Dependent using GI Bill
 Disabled Vet using GI Bill

CRN #	Course	Section	Course Title/Description	Credits	Tuition
10001	ACCT113	HYA	ACCT & Financial Reporting I		

I understand if I do not successfully complete prerequisites for the above course(s), my registration for the above course(s) will be deleted.

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 GBCC, 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 under RSA 6:11, which will add significant costs to my account balance.

TUITION REFUND POLICY Credit and Non-Credit Courses

All refunds require that the student complete an official withdrawal form. Effective Fall Semester, 2011, students who officially withdraw from the college 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. 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 get a 100% refund. Students registered for non-credit workshops/professional training must withdraw in writing at least three business days prior to the first session to receive a full refund of tuition and fees. Refunds take approximately four to six weeks to be processed. If the college cancels a class, tuition and Academic Instruction fees will be refunded.

Student Signature _____ Date ____/____/____ Advisor Signature _____ Date ____/____/____

<p>Method of Payment: Credit Card: MasterCard/Visa/Discover Only:</p> <p>Account # _____</p> <p>Expiration Date _____ Zip Code _____</p> <p>Signature _____</p>	<p><input type="checkbox"/> Cash (Do not mail) <input type="checkbox"/> Check (Attach) <input type="checkbox"/> Company Billing (Attach authorization letter) <input type="checkbox"/> Financial Aid <input type="checkbox"/> FACTS (a netnet company) Payment Plan (setup online)</p> <p><small>Registrations will NOT be processed if you have an outstanding obligation to GBCC. Upon registration, you are enrolled unless otherwise notified. Classes are subject to change. Students need to check the GBCC website (www.greatbay.edu) under the Student Information System (SIS) for their classroom location(s) schedule, grades, financial aid information, student email account, etc.</small></p>
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