

REGISTRATION FORM

Please answer all questions on this form and send it together with your check, money order, or credit card information to:

OFFICE OF WORKFORCE DEVELOPMENT & LIFELONG LEARNING

Nassau Community College
One Education Drive
Garden City, New York 11530-6793

Make check payable to: Nassau Community College
OR fax the form with credit card information to:
516.828.3507

Students should continue to register via the registration form in this brochure to ensure a seat in your desired class. NCC is excited to announce an online registration platform **in development** which will enable non credit students to select, register and pay online through the CampusCE registration portal. Look for future announcements!

HOW DID YOU HEAR ABOUT OUR COURSES?

- | | |
|--|---|
| <input type="checkbox"/> Brochure/Mail | <input type="checkbox"/> Family/Friend |
| <input type="checkbox"/> Website | <input type="checkbox"/> Facebook/Instagram |
| <input type="checkbox"/> Email | <input type="checkbox"/> Google |
| <input type="checkbox"/> Other: _____ | |

Last Name _____

FirstName _____

Address _____

City _____ Zip _____

Home Phone: () _____ *Cell Phone: () _____

*Birthdate: mm/dd/yyyy ___/___/_____ I identify my gender as: _____

Have you ever taken any courses at NCC? Yes No NCC ID# N00 _____

*Preferred E-mail: _____

Alternate E-mail: _____

*required information

COURSE SELECTION

YOU MUST BE 17 OR OLDER TO REGISTER WITH THE EXCEPTION OF HSE AND SAT PREP COURSES.

CED #	COURSE TITLE	DAY	FEE
Total Amount:			\$

- By submitting this registration form, I am accepting the terms of the refund policy noted below.
- I certify that there is sufficient credit amount on the card listed below to cover the fee charges shown on the accompanying Registration Form. Otherwise, I understand the lack of approval by my credit card company will result in cancellation of this registration for non-payment.

CREDIT CARD PAYMENT INSTRUCTIONS:

- I authorize the use of my credit card account for full payment of the amount of my course registration as indicated on this non-credit registration application.

Credit Card Processing Fee of 2.75% applies ONLY if a student pays online through the NCC portal (i.e., \$100 course will be charged at \$102.75).

Step 1: Print Cardholder's name _____
(as it appears on the credit card)

Step 2: Provide Cardholder's signature: _____

Step 3: Card Information:

PLEASE Check ONE: VISA Mastercard Discover American Express

Card Number: _____ **Date of Expiration:** ___/___/_____

Non-Credit Refund Policy: Fee is refundable when a course is canceled by the College. Fee is refundable to the student whose written request for withdrawal has been received by the Office of Workforce Development & Lifelong Learning prior to the beginning of the class. A 50% refund of fee may be made to the student who has applied in writing to the Office of Workforce Development & Lifelong Learning prior to the second session of the class. NO REFUNDS WILL BE MADE AFTER THE SECOND CLASS MEETING OF ANY CLASS.

For a program or course offered by the Center for Workforce Development (CWD), a refund request must be received in writing at least seven (7) days prior to the start of the course to be honored by CWD. Please be advised that if a refund is due, it will take approximately 2-3 weeks to be processed.

The deadline for mailing in registration is: **February 9, 2024**
Beyond deadline, please call 516.572.7472 for class availability.