

REGISTRATION FORM

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

**YOU MUST BE 18 OR OLDER
TO REGISTER**

Date: _____ Staff: _____

LANGUAGE CENTER

Nassau Community College
One Education Drive, F309
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**

HOW DID YOU HEAR ABOUT OUR COURSES?

- | | |
|---|--|
| <input type="checkbox"/> Local Organization | <input type="checkbox"/> Google |
| <input type="checkbox"/> Website | <input type="checkbox"/> Email |
| <input type="checkbox"/> Mail | <input type="checkbox"/> Friend/Family |
| <input type="checkbox"/> Facebook | <input type="checkbox"/> Other |

Last Name _____

Complete First Name _____

Address _____

City _____ Zip _____

Home Phone: () _____

Cell Phone: () _____

Work Phone: () _____

- Male
 Female
 LINCC
 Au Pair

*Birthdate: mm/dd/yyyy ____/____/_____
required

Have you ever taken any courses
at NCC? Yes
 No

E-mail: _____ NCC ID #: _____

COURSE SELECTION

CED #	SECTION	COURSE TITLE	DAY	TIME	FEE

A receipt and a campus map will be mailed to you. Please bring your receipt on the first day of the class.

Total Amount : _____

Non-Credit Refund Policy: Tuition is refundable when a course is canceled by the College. Tuition is refundable to the student whose written request for withdrawal has been received by the Language Center Office of Workforce Development and Lifelong Learning prior to the beginning of the class. A 50% refund of tuition may be made to the student who has applied in writing to the Language Center, Office of Workforce Development and Lifelong Learning, prior to the second session of the class. **NO REFUNDS WILL BE MADE AFTER THE SECOND CLASS MEETING OF ANY CLASS.** Please be advised that if a refund is due it will take approximately 2-3 weeks to be processed.

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.

Students with overdue tuition and fees may be referred to a collection agency and will incur additional liabilities of up to 33% to cover all associated collection cost processes.

Step 1: Print Cardholder's name

(as it appears on the credit card) _____

Step 2: Provide Cardholder's signature: _____

Step 3: Please read: 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.

Step 4: Card Information:

PLEASE Check ONE: VISA Mastercard Discover American Express

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