

Language Center - Registration Form

SPECIAL NOTE:

Receipt of your registration information ensures a seat in the course(s) you select on a space available basis.

PLEASE REGISTER EARLY!

We will send you a receipt with the course location map and a **parking pass** (for student/visitor parking only) by email.

Non-credit Lifelong Learning classes are not applicable toward any college degree. They do not involve record-keeping, transcripts or certificates, except where noted.

If you have any questions, call 516.572.7062 or e-mail: LC@ncc.edu

CLASSES WILL NOT MEET ON MAY 29, JUNE 30, JULY 1-4.

Last Name _____ First Name _____

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 PREP COURSES.

CED #	SECTION	COURSE TITLE	START DATE	FEE
Total Amount:			\$	

Au Pair

By submitting this registration form, I am aware that I have to submit my vaccination information to SUNY vaccination site at least one (1) week prior to the start of my class(es).

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 this 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.

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:** ____/____/____

HOW DID YOU HEAR ABOUT OUR COURSES?

- Brochure/Mail Family/Friend
 Website Facebook/Instagram
 Email Google
 Other: _____

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.**

Please be advised that if a refund is due it will take approximately 2-3 weeks to be processed.

HOW TO REGISTER FOR NON-CREDIT COURSES

FAX-IN

516.828.3507

EMAIL-IN

LC@ncc.edu

MAIL-IN

Nassau Community College
Office of Workforce Development
& Lifelong Learning
One Education Drive
Garden City, NY 11530-6793

WALK-IN

355 East Road (on NCC Campus)

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Like us on Facebook
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at Nassau Community College

All students with a regular on-campus presence (more than once a week) are required to adhere to the College's vaccination policies. Please visit www.ncc.edu/nccnext for additional information.

The deadline for mailing in registration is **May 24, 2023**. Beyond deadline, please call for class availability.