

# 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

**YOU MUST BE 18 OR OLDER TO REGISTER WITH THE EXCEPTION OF ALTERNATIVES, HSE, SAT AND CLASSES FOR KIDS.**

**HOW DID YOU HEAR ABOUT OUR COURSES?**

- |                                   |                                       |
|-----------------------------------|---------------------------------------|
| <input type="checkbox"/> Flyer    | <input type="checkbox"/> Social Media |
| <input type="checkbox"/> Website  | <input type="checkbox"/> Friend       |
| <input type="checkbox"/> Brochure | <input type="checkbox"/> Other        |

Last Name \_\_\_\_\_

Complete First Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: (    ) \_\_\_\_\_

Male

Cell Phone: (    ) \_\_\_\_\_

Female

Work Phone: (    ) \_\_\_\_\_

\*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	FEE
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 Office of Workforce Development & Continuing Education 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 Office of Workforce Development & Continuing Education 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 8 weeks to be processed.

**CREDIT CARD PAYMENT INSTRUCTIONS:**

I authorize the use of my credit card 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:** \_\_\_\_/\_\_\_\_/\_\_\_\_

