



379 Belmont Road Laconia New Hampshire 03246

# REGISTRATION FORM

(603) 524-3207 • [www.lrcc.edu](http://www.lrcc.edu) • Fax (603) 524-8084

Term: Summer \_\_\_ Fall \_\_\_ Spring/Winterim \_\_\_ Winter ASEP \_\_\_ NH Resident \_\_\_ Non-Resident \_\_\_

STUDENT ID# \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE NAME \_\_\_\_\_ LAST NAME \_\_\_\_\_

Check here if this is a change in name, address, email or phone.

Prior Name(s): \_\_\_\_\_ Major: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Email: \_\_\_\_\_ \*Social Security: \_\_\_\_\_

\*Federal law requires that LRCC 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 6050S 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, regulations or applicable policies.

**Federal Government Statistical Information (Optional)** Date of Birth: \_\_\_/\_\_\_/\_\_\_ Sex:  Female  Male  Veteran

**What is your ethnicity?**  Hispanic or Latino  Not Hispanic or Latino

**Select one or more races:**  American Indian or Alaska Native  Asian  Black or African American  Native Hawaiian or Pacific Islander  White

CRN	Course#	Section	Course Title	Credits

**Tuition Refund Policy:** Effective Fall Semester, 2011, students who officially withdraw from the college or an individual course by the end of the fourteenth (14<sup>th</sup>) calendar day of the semester will receive a 100% refund of tuition, less non-refundable 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 (7<sup>th</sup>) or fourteenth (14<sup>th</sup>) 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 workshops must withdraw in writing at least three (3) days prior to the first workshop session in order to receive a full refund of tuition and fees.


**Financial Obligation Statement:** I agree that by registering for courses within the Community College System of New Hampshire (CCSNH), I am financially obligated for ALL costs related to the registered course(s). Upon a drop or withdrawal, I agree that 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 agree to pay for the fees of any collection agency, which may be based on a percentage of the debt up to a maximum of 35%, and all additional costs and expenses, including any protested check fees, court filing costs and reasonable attorney's fees, which will add significant costs to my account balance. Students who have not made payment arrangements 10 calendar days prior to the start of the semester (or alternative term start dates) will be dropped from the class roster.

Student Signature (Parent/Guardian must sign if under 18) \_\_\_\_\_ Date \_\_\_\_\_ Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only: Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_ Processed: \_\_\_\_\_ Original: Registrar Yellow: Business Office Rev 4/14

### METHOD OF PAYMENT

Credit Card if paying in FULL enter below or go to at LRCC.edu, Business Office.  
 Card Type:  Master Card  VISA  Discover  
 Name on credit card: \_\_\_\_\_  
 Acct #: \_\_\_\_\_  
 Exp Date: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Signature: \_\_\_\_\_

- Cash (do not mail)  Check Attached Payable to: LRCC
- Financial Aid Award Letter Received  Nelnet Online Payment Plan 
- Company or a Third Party Agency Billing (Attach Authorization Letter )

**Tuition and Fees are due 10 days before the semester begins or you will be dropped from classes.**  
**Registration will NOT be processed if you have an outstanding obligation to LRCC. Upon registration, you are enrolled unless otherwise notified. No confirmation will be mailed. Classes are subject to change. Students need to check the SIS for their e-bills, schedules, classroom location(s), grades, financial aid information, student email account, etc.**