



**BOC Registration Form**

Office of the Registrar  
 379 Belmont Road, Laconia, NH 03246  
 Phone: (603) 524-3207 Fax: (603) 524-8084  
 Email: [lccregistrar@ccsnh.edu](mailto:lccregistrar@ccsnh.edu)

**Circle Utility Service: Eversource Unitil NHEC Liberty Utilities Other**

Term: Summer \_\_\_ Fall \_\_\_ Winter ASEP/Toyota \_\_\_ Spring X

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: \_\_\_\_\_

\*For compliance purposes, the Community College System of New Hampshire and its Colleges collect names and social security numbers from all students attending the college. For example, the Internal Revenue Code requires the college to produce a 1098-T tax form. The college's use of social security numbers will be limited to legitimate educational purposes. The college will exercise due diligence to protect 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 or applicable policies.

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

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

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	Date	CEU	Cost
23945	ESTC 1010L	C1	Building Operations & Systems	Fri., Feb. 21, 2020	1	\$200
23946	ESTC 1020L	C1	Building Energy Conservation	March 6, 2020	1	\$200
23947	ESTC 1040L	C1	Lighting Theory & Efficiency	March 20, 2020	1	\$200
23948	ESTC 1060L	C1	Electrical Systems & Distribution	April 3, 2020	1	\$200
23949	ESTC 1030L	C1	HVAC Controls & Operation I & II	April 10 & 24, 2020	2	\$400
23950	ESTC 1050L	C1	Indoor Air Quality Theory & Techniques	May 8, 2020	1	\$200
23951	ESTC 1070L	C1	Energy Management Planning	May 15, 2020	1	\$200

**Tuition Refund Policy:** 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 14 calendar days prior to the start of the semester (or alternative term start dates) may be dropped from the class roster.

**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.**

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

For Office Use Only: Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_ Processed: \_\_\_\_\_

<input type="checkbox"/> Cash (do not mail) <input type="checkbox"/> Check Attached Payable to: LRCC <input type="checkbox"/> Financial Aid Award Letter Received <input type="checkbox"/> Nelnet Online Payment Plan <input type="checkbox"/> Company or a Third Party Agency Billing (Attach Authorization Letter) <b>Tuition and Fees are due 14 days prior to the start of the semester. If payment or payment arrangements have not been made, students may be dropped from classes. Payment plan is available on SIS by clicking the view and pay account link. For more information, please contact the Business Office at (603) 366-5245 or <a href="mailto:LRCCBusinessOffice@ccsnh.edu">LRCCBusinessOffice@ccsnh.edu</a>. Tuition and fees are subject to change without notice.</b>	<u>Credit Card if paying in FULL enter below or go to at LRCC.edu, Business Office.</u> <b>*Credit/Debit cards will be assessed a 2.75% fee.*</b> Card Type: <input type="checkbox"/> Master Card <input type="checkbox"/> VISA <input type="checkbox"/> Discover CVV # _____ Name on credit card: _____ Acct# _____ Exp. Date: _____ Phone: _____ Billing Address: _____ City: _____ St: _____ Zip: _____ Signature: _____
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