

MANCHESTER COMMUNITY COLLEGE

1066 Front Street, Manchester, NH 03102
 Phone: (603) 668-6706 Fax: (603) 668-2997

FOR OFFICE USE		
Fall	Spring	Summer
Date _____		
Registered by _____		
Phone Registration _____		

Registration Form

(Complete all items. Please print clearly and sign in ink at bottom.)

STUDENT ID #	FIRST NAME	MIDDLE NAME	LAST NAME
<input type="checkbox"/> Check here if there is a change in name, address, or phone.			
Prior Name(s): _____		Major: _____	
Address: _____		City _____	State _____ Zip _____
Phone: Home _____		Work _____	Cell _____
Email: _____		*Social Security No: _____	

Students will be issued a MCC email address within 24 hours of course registration.

* Federal law requires that MCC 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 6050 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 or applicable policies.

Federal Governmental Statistical Information (Optional):

Sex: Female Male Date of Birth: _____ Veteran Status:
 Vet using GI Bill Dependent using GI Bill Disabled Vet using GI Bill

Ethnic Background: American Indian/Alaskan Native Black, Non-Hispanic Hispanic Are you non-resident/alien?
 Native Hawaiian/Pacific Islander White, Non-Hispanic Asian Yes No

CRN #	Course # & Section	Course Title / Description	Credits	Tuition

I understand if I do not successfully complete prerequisites for the above course(s), my registration for the above course(s) will be deleted.

Please Note -- You must fulfill your financial obligation by the established tuition deadline or you may be subject to withdrawal from course(s).

Financial Obligation Statement -- I understand by registering for courses at MCC, I am financially obligated for ALL costs related to the registered course(s). Upon a drop or withdrawal, I understand 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 understand that I will be responsible for the cost of the outside collection agency, any legal fees and any bounced check fees under RSA 6:11, which will add significant costs to my account balance.

Refund Policy -- Students who officially withdraw from MCC or an individual course by the end of the eighth (8th) calendar day of the semester will receive a 100% refund of tuition, less nonrefundable fees. This policy applies to all semester length and alternative semester formats. Students in classes which begin after the designated start of the semester (e.g. a mid-semester start) will have eight (8) calendar days from the start of the class to withdraw for a full refund. 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.

Student Signature _____ Date _____ Advisor Signature _____ Date _____

Method of Payment:	
<input type="checkbox"/> Credit Card	<input type="checkbox"/> Company Billing (Attach authorization letter)
<input type="checkbox"/> Cash (Do not mail)	<input type="checkbox"/> Financial Aid
<input type="checkbox"/> Check (Attach)	<input type="checkbox"/> FACTS (a nelnet company) Payment Plan (Setup online)

Registrations will **NOT** be processed if you have an outstanding obligation to MCC. Upon registration, you are enrolled unless otherwise notified. Classes are subject to change. Students need to check the MCC website (www.manchestercommunitycollege.edu) under the Student Information System (SIS) for their classroom location(s), schedule, grades, financial aid information, student email account, etc.