



Nassau Community College
 Language Center
 of Lifelong Learning
 One Education Drive, Building F, Room 309
 Garden City, New York 11530
 Tel: 516-572-7062/516-572-8081
 Fax: 516-572-7085

REGISTRATION FORM

Today's Date: / /

Advisor: _____

Have you previously attended NCC? Yes No

Semester: Fall Spring Summer

Last Name: MI:

First Name: Male Female

Student ID#: Birth Date: MM/DD/YYYY: / /

Address:

City: Zip:

Home: () Business: ()

Email: Au Pair

Emergency Contact: Tel: ()

Course Code	No.	Section	Course Title	Days	Time	Room
CE						
CE						
CE						

A receipt and a campus map will be mailed to you. Please bring your receipt on the first day of the class.

CREDIT CARD REGISTRATION OPTION

I authorize the use of my credit card account for full payment of the amount of my course registration \$, .00

PRINT NAME AS IT APPEARS ON THE CREDIT CARD:

CARDHOLDER'S SIGNATURE:

I certify that there is sufficient credit available on the credit card listed below to cover the tuition charges shown on the accompanying class reservation letter. I understand that the lack of approval by my credit card company will result in cancellation of this registration for non-payment.

VISA MASTERCARD DISCOVER

CARD NUMBER:

EXPIRATION DATE: / /

CLASS CHANGES: Class schedule changes may only be made during week 1 of classes. NO EXCEPTIONS.
 (Read class descriptions carefully!)

REFUND POLICY: Full Refund – A 100% course fee is refundable if the college cancels the class or if the student applicant has submitted a request in writing to the Language Center **before** the class begins.
Partial Refund – A 50% course fee is refundable to a student who has submitted a request in writing to the Language Center **before** the second session of the class. No refunds will be made after the second session of the class. NO EXCEPTIONS.

Please note that a refund check will be issued in the name of the student, and will be mailed to the address on file.
A refund will take approximately 8 weeks to be processed.

I acknowledge that I have read the Language Center class changes and refund policies and fully understand them.

Student Name: _____ Signature: _____