

## **Early College Registration Form**

Office of the Registrar 379 Belmont Road, Laconia, NH 03246

Phone: (603) 366-5235 Fax: (603) 524-8084 Email: Irccregistrar@ccsnh.edu

Student ID#		FIRST NAME	FIRST NAME MIDDLE INITIAL			LAST NAME	
ddress:			City:		Zip:		
E-Mail Address	5:		Home/Cell Phone:				
ast 4 digits So	ocial Security N	umber:		Grade Level: 10 <sup>th</sup> [	11 <sup>th</sup> 12 <sup>th</sup>		
ederal Register, Vol. 67, N tudent's social security nu Federal Governr	No. 2244, page 777686 (ii)) mber and will not disclose it mental Statistical	which requires the college to repo t to anyone outside the college, ex	rs for all students attending the college. The college is required it the names and social security numbers of all students taking cept as authorized by federal or state laws, regulations or applicable.  Sex: F M Date of Birt Hispanic or Latino	crédit-bearing courses. Please note, however cable policies.	, that the college will ensure the securi	ity of the	
Select one or mo	ore races:Ar	merican Indian/Alask	canAsianBlack or African Ar	nericanNative Hawaiia	an/Pacific Islander	_White	
CRN#	COURSE NUMBER	Section	COURS	E TITLE	C	REDITS	

- 1. Credit courses are COLLEGE courses and will remain on the student's permanent college record.
- 2. We understand that the coursework has college level content which may include mature material.
- 3. We understand that we are responsible to pay 50% of the actual tuition for LRCC courses. I also understand I am responsible for the cost of books.
- 4. The undersigned parent/guardian hereby grants permission for participating student to enroll in the above listed courses at the specified LRCC.
- 5. The undersigned parent/guardian understands that the Family Education Rights and Privacy Act (FERPA) governs all college education records and allows release of academic information, including grades, to the student only, regardless of age.

  Academic information cannot be released to parents or third parties without the written consent of the student.
- 6. We understand LRCC will have specific rules that will apply to the student's ability to enroll and attend. These rules may include, but are not limited to, certain enrollment prerequisites, placement tests, and matriculation status.
- 7. The student authorizes LRCC to send a transcript, including my numerical grade to my high school after completion of my course(s). The student understands my complete transcript which includes all courses taken at LRCC will be sent.

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 10 calendar days prior to the start of the semester (or alternative term start dates) will be dropped from the class roster.

Terms of Use (electronic signatures): The Community College System of New Hampshire (CCSNH) uses electronic signatures and records in place of traditional ones whenever possible. You will conduct business electronically with CCSNH using a computer with a supported operating system and internet browser, sufficient electronic storage capacity, a printer and your official CCSNH email account. By logging into CCSNH systems, including but not limited to Banner SIS and Canvas, you are opting to conduct electronic transactions with the Community College System and consenting to receive written notices electronically, including those involving financial obligations, and you are acknowledging that CCSNH can use electronic mechanisms alone to convey critical information related to your admission, financial aid, payment plan, student account, transcript information, registration and other activities and accounts you may undertake or have as a student at CCSNH. You have a right to request a paper copy of an electronic record. You may withdraw your consent at any time by contacting Student Services. If you decide to withdraw your consent, however, you may be prevented from registering for classes

Student Signature		Date	High School Counselor Signature			Date	
(Parent/guardian	signature if unde	r 18) Date	High School Name	e			
For Office Use Only	r: Date Received:	Rec	ceived by:	Processe	d:		
Scanned into BDM	Sent to Bursar	Early College Waiver Applied	Qualifies for STEM Scholarship	STEM Scholarship Applied	STEM Waiver Applied	Third Party Payment Applied	