**REFUND SCHEDULE FOR CREDIT CLASSES**

Full Term Classes:
- First and Second Week ........................................... 100%
- Third and Fourth Week ........................................... 50%
- After Fourth Week.................................................. No Refund

Less than Full Term Classes:
- Classes more than one (1) week in length: Follow the same refund schedule as full term class, adjusted accordingly for the length of the class.
- Classes one (1) week or less in length:
  - If dropped prior to the day the class begins, 100% refund; if dropped the day the class begins or later, no refund.

Summer Term Classes:
- Follow the same refund schedule as full term class, adjusted accordingly for the length of the class.

**PURCHASING/RENTING TEXTBOOKS**

The Northeast Hawk Shop is located in Union 73 on the Norfolk Campus. Textbooks and course materials may be purchased in-person or online. Many textbooks are also available for rental.

For more information, go online to: hawkshop.northeast.edu

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**PAYMENT INFORMATION**

- Visa □ MasterCard □ Discover
- Amount to be charged $__________
- Card # ________________
- 3 digit V-code ______ Exp. Date ____/____
- Cardholder’s Name ____________________________
- Business Name ________________________________
- Address __________________________ Phone ________
- Signature of Cardholder ________________________
- Letter of Authorization (Required for third-party billing) attached to the back of this form.

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**NON-DEGREE REGISTRATION FORM - CREDIT COURSE**

Complete this form and send to: Northeast Community College, Admissions Office, P.O. Box 469, Norfolk, NE 68702-0469 or fax completed form to (402) 844-7413. All information requested must be provided or registration cannot be processed.

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**Social Security Number**  **Full Legal Name: Last First Middle Previous Last Name**

**Residence Mailing Address**  **City**  **State**  **Zip**

**Birth Date**  **Gender**  **Home**  **Cell**  **Business Phone**

**Email Address**  **Personal**  **Business**

- Resident of Nebraska
- Non-Resident of Nebraska
- I have lived in Nebraska continuously since: (Month/Year)
- High School Graduation Date OR GED* Date Received

**Last High School Attended:** Name  City  State

**Racial/Ethnic Information:**

- A. Without regard to your race, what is your ethnicity?
  - Not Hispanic/Latino
  - Hispanic/Latino
- B. Without regard to your ethnicity, please select one or more racial categories.
  - Alaskan Native/American Indian
  - Native Hawaiian/Pacific Islander
  - Asian
  - Black/African American
  - Native Hawaiian/Pacific Islander
  - White

**Check Term:** (A separate form must be used for each term.)
- Fall (Aug)
- Spring (Jan)
- Summer

**Course I.D. Number**

<table>
<thead>
<tr>
<th>Dept.</th>
<th>Course Number</th>
<th>CRN</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>* Audit</th>
<th>Instructor</th>
</tr>
</thead>
</table>

**Have you, your spouse, parent, or legal guardian**

- Yes □ No □

**Do you plan on using military benefits?**

- Yes □ No □

**Native Language (first language spoken in the home)**

- Is English your primary language? Yes □ No □

**Country of Citizenship**

- Y □

**Signature of Applicant**

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Northeast Community College does not discriminate on the basis of race, color, gender, religion, national or ethnic origin, military veteran status, political affiliation, marital or family status, age, disability, sexual orientation, gender expression or identity in education programs, admissions policies, employment policies, financial aid or other College administered programs and activities. It is the intent of Northeast Community College to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Inquiries may be addressed to the Northeast Compliance Officer for Title IX, ADA, Section 504; Associate Vice President of Human Resources, 801 East Benjamin Avenue, P.O. Box 469, Norfolk, NE 68702-0469; phone: 402-844-7046; email: complianceofficer@northeast.edu; or mail: Office for Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, MO 64106.
REMINDERS

- If registration occurs prior to the start of the term, payment must be made by the first day of the term. If registration occurs after the term begins, payment is due upon registration.
- You will be emailed important information regarding accessing your My Northeast account. Please ensure your email address is listed on this registration form.
- If you have not graduated from high school by the first day of class, you will need to complete an Early College Application.
- If you are planning on applying for financial aid and/or seeking a degree from Northeast Community College, you will need to complete a Degree Seeking Application.
- Students with a documented disability may be eligible for certain accommodations that support their success in the classroom. Please contact the Director of Disability Services for further information. The office is located in the College Welcome Center, Room 1263, (402) 844-7343, disability@northeast.edu.