### **REFUND SCHEDULE FOR CREDIT CLASSES**

Full Term Classes:	
First and Second Week	
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* 

ID#:

## **PAYMENT INFORMATION**

□ Visa □ MasterCard □	Discover					
Amount to be charged \$ Card #						
3 digit V-code Exp. Date/						
Cardholder's Name						
Business Name						
AddressPhone						
Signature of Cardholder						

 $\hfill\square$  Letter of Authorization (Required for third-party billing) attached to the back of this form.



Full form must be submitted for completion of registration. D0 NOT SEPARATE.

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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.

Social Sec	urity Number	Full Legal Na	me: Last	First	N	liddle f	Previous Last Name	
Residence	e Mailing Addres	s	City			State	Zip	
Birth Date Gender H			Home		Cell Business Phone			
Email Ad	dress 🗆 Person	al 🗆 Business Em	ail is required and must be uni	ique to the student.	•			
	I Resident of Nebraska I have lived in Nebraska continuously ☐ High School Graduation Date OR ☐ GE I Non-Resident of Nebraska since: (Month/Year) / Month/Year: /						D <sup>®</sup> Date Received	
Last High	School Attended	d: Name	City	State				
A. Without		This information is ( e, what is your ethnicity		• ,	our ethnicity, plea e/American Indiar	ase select <u>o</u>	g admission status: <u>ne or more</u> racial categories. Hawaiian/Pacific Islander	
Check Ter			r each term.) 🛛 Fall (Aug	g) 🗆 Spring (Jan) 🗆 Sur	nmer		1	
Course I.D. Number   Dept. Course Number		Course Title		Credit Hours	* Audit	Instructor		
*Audit is a the course	course registratior for credit. The au	that allows a student t dited courses are marke	o attend a course without ear d "audit" at the time of regist	rning college credit. Students tration or before the second n	auditing a course neeting of the co	e pay the sar urse.	me tuition and fees as those takir	
	, your spouse, pared in the U.S. M	arent, or legal guard ilitary?	ian 🗆 Yes Do you	u plan on using military be	enefits? □ Yes □ No			
Native Language (first language spoken in the home) Is English your primar					y language? □ Yes □ No			
Country	of Citizenship			1		-		
I certify that all information on this application is complete and accurate and I agree to abide by the policies and regulations of Northeast Community College.						ations of	TOTALDUE:\$	
X Date:							For Office Use Only Date Received:	
Signatur	e of Applicant							

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 Petiticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, MO 64106.

# Non-Degree Registration Form - Credit Course

Use this application if you are not seeking a degree from Northeast Community College.

#### 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.



## MAIN CAMPUS

801 East Benjamin Avenue P.O. Box 469 Norfolk, NE 68702-0469

northeast.edu (800) 348-9033, ext. 7260

EXTENDED CAMPUS LOCATIONS O'Neill (800) 421-6322 South Sioux City (888) 698-6322 West Point (888) 794-6322