

# Workforce Development & Lifelong Learning Registration Form

## SPECIAL NOTE:

Receipt of your registration information ensures a seat in the course(s) you select on a space available basis.

### PLEASE REGISTER EARLY!

We will send you a receipt with the course location map and a **parking pass** (for student/visitor parking only) by email.

Non-credit Lifelong Learning classes are not applicable toward any college degree. They do not involve record-keeping, transcripts or certificates, except where noted.

**If you have any questions, call 516.572.7472 or e-mail: ced@ncc.edu**

**CLASSES WILL NOT MEET ON May 29, June 30, July 1-4**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_

\*Birthdate: mm/dd/yyyy \_\_\_\_/\_\_\_\_/\_\_\_\_ I identify my gender as: \_\_\_\_\_

Have you ever taken any courses at NCC?  Yes  No NCC ID# N00 \_\_\_\_\_

\*Preferred E-mail: \_\_\_\_\_

\*Alternate E-mail: \_\_\_\_\_

*\*required information*

## COURSE SELECTION

**YOU MUST BE 17 OR OLDER TO REGISTER WITH THE EXCEPTION OF HSE PREP COURSES.**

CED #	SECTION	COURSE TITLE	START DATE	FEE
Total Amount:			\$	

By submitting this registration form, I am aware that I have to submit my vaccination information to SUNY vaccination site at least one (1) week prior to the start of my class(es).

By submitting this registration form, I am accepting the terms of the refund policy noted below.

I certify that there is sufficient credit amount on the card listed below to cover the fee charges shown on this Registration Form. Otherwise, I understand the lack of approval by my credit card company will result in cancellation of this registration for non-payment.

### CREDIT CARD PAYMENT INSTRUCTIONS:

I authorize the use of my credit card account for full payment of the amount of my course registration as indicated on this non-credit registration application.

**Credit Card Processing Fee of 2.75% applies ONLY if a student pays online through the NCC portal.**

**Step 1:** Print Cardholder's name: \_\_\_\_\_  
(as it appears on the credit card)

**Step 2:** Provide Cardholder's signature: \_\_\_\_\_

**Step 3:** Card Information:

**PLEASE Check ONE:**  VISA  Mastercard  Discover  American Express

**Card Number:** \_\_\_\_\_ **Date of Expiration:** \_\_\_\_/\_\_\_\_/\_\_\_\_

### HOW DID YOU HEAR ABOUT OUR COURSES?

- Brochure/Mail     Family/Friend  
 Website         Facebook/Instagram  
 Email              Google  
 Other: \_\_\_\_\_

**Non-Credit Refund Policy:** Fee is refundable when a course is canceled by the College. Fee is refundable to the student whose written request for withdrawal has been received by the Office of Workforce Development & Lifelong Learning prior to the beginning of the class. A 50% refund of fee may be made to the student who has applied in writing to the Office of Workforce Development & Lifelong Learning prior to the second session of the class. **NO REFUNDS WILL BE MADE AFTER THE SECOND CLASS MEETING OF ANY CLASS.**

Please be advised that if a refund is due it will take approximately 2-3 weeks to be processed. For CWD Programs, a refund request must be received in writing at least seven days prior to the start of the course to be honored.

## HOW TO REGISTER FOR NON-CREDIT COURSES

### FAX-IN

516.828.3507

### EMAIL-IN

ced@ncc.edu

### MAIL-IN

**Nassau Community College**  
Office of Workforce Development & Lifelong Learning  
One Education Drive  
Garden City, NY 11530-6793

### WALK-IN

355 East Road (on NCC Campus)

### FOLLOW

Like us on Facebook  
"Continuing Education"  
at Nassau Community College

All students with a regular on-campus presence (more than once a week) are required to adhere to the College's vaccination policies. Please visit [ncc.edu/nccnext](http://ncc.edu/nccnext) for additional information.

The deadline for mailing in registration is **May 26, 2023**. Beyond deadline, please call for class availability.