

Please Check One:

Matriculated

Non-Matriculated

# Nashua Community College

505 Amherst Street

Nashua, NH 03063

Phone (603) 882-6923 Fax (603) 882-8690

TERM: \_\_\_\_\_

## DROP / ADD FORM

(Complete all items. Please print clearly and sign in ink at bottom.)

@ \_\_\_\_\_

STUDENT ID # \_\_\_\_\_ LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE INITIAL \_\_\_\_\_

### ADD:

CRN	Subj / Number	Course Title	Instructor Signature:

Prior to 60% of the semester, grade issued is "W". After 60% of the semester, instructor will assign one of the following grades based on student's current status: WP for passing or WF for failing at time of withdrawal.

### DROP:

CRN	Subj / Number	Course Title	Grade if applicable	Instructor Signature:

**Please Note** -- You must fulfill your financial obligation two (2) weeks before the beginning of the semester or you will be de-registered from your classes.

**Financial Obligation Statement** -- I understand by registering for courses at NCC, I am financially obligated for ALL costs related to the registered course(s). Upon a drop or withdrawal, I understand 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 understand that I will be responsible for the costs of the outside collection agency, any legal fees, and any bounced check fees under RSA 6:11, which will add significant costs to my account balance.

**Credit Course Refund Policy** -- Students who officially withdraw from NCC or an individual course by the end of the fourteenth (14th) 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 alternative semester to withdraw for a full refund. If the seventh (7th) or fourteenth (14th) 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 (2) weeks or fewer must drop by the end of the first (1st) day of the class in order to get a 100% refund.

**Non-Credit Course Refund Policy** -- Students registered for workshops through the Division of Continuing Education or Business & Industry must withdraw in writing at least three (3) days prior to the first workshop session to receive a full refund of tuition and fees.

Registrations will **NOT** be processed if you have an outstanding obligation to NCC. Upon registration, you are enrolled unless otherwise notified. No confirmation will be mailed. Classes are subject to change. Students need to check the NCC website (www.nashuacc.edu) under the Student Information System (SIS) for their classroom location(s), schedule, grades, financial aid information, student email account, etc.

**THE COURSE DROP IS NOT OFFICIAL UNTIL THIS COMPLETED FORM IS RETURNED TO THE REGISTRAR'S OFFICE BY THE STUDENT**

Student Signature: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_

### FOR OFFICE USE ONLY

Date: \_\_\_\_\_ Entered By: \_\_\_\_\_