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 College Store has locations on the second floor of the Student Center on the main campus in Norfolk and at the South Sioux City Extended Campus at the College Center. Many textbooks and classroom materials may be purchased at either location or via mail order. Textbooks are also available for rental at either location. A shipping and handling fee will be assessed for orders that require shipping. For mail orders or more information, contact the College Store at (800) 348-9033, ext. 7140.

PAYMENT INFORMATION

Amount to be charged $__________

3 digit V-code ___ ___ ___ Exp. Date ___/___

Business Name ____________________________

Address ____________________________ Phone ______

Signature of Cardholder ____________________________

Payment is due in full at the time of registration for all Basic Nurse Aide & Medication Aide classes regardless of term start dates.

Racial/Ethnic Information: This information is optional to comply with federal guidelines and will not be used in determining admission status:
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. ☐ Asian ☐ Black/African American
☐ Native Hawaiian/Pacific Islander ☐ Alaskan Native/American Indian

Have you, your spouse, parent, or legal guardian ever served in the U.S. Military? ☐ Yes ☐ No

Is English your primary language? ☐ Yes ☐ No

Country of Citizenship ____________________________

Signature of Applicant ____________________________ Date: ______/____/____

FOR OFFICE USE ONLY

TOTAL DUE

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.
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 high school by the first day of class, you will need to complete an Early Entry 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 Disability Services Coordinator for further information. The office is located in the College Welcome Center, Room 1263, (402) 844-7343 or email mary@northeast.edu.