



# Center for Workforce Development Non-Credit Registration Form

**Mail to:** Northwestern Connecticut Community College  
Park Place East / Winsted, CT 06098 / Phone: 860-738-6484 or 860-738-6444 / Fax: 860-738-6453

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

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address \_\_\_\_\_

**Student Status (circle one)**

New *(first time at NCCC or any CT Community College)*

Returning *(Attended NCCC or other CCC. Were you registered under another name? If so, please print name. ie Maiden name)*

Social Security No. \_\_\_\_\_ Sex (circle) \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 - - M F / /

Phone (H) \_\_\_\_\_ Phone (Cell) \_\_\_\_\_  
 ( ) ( )

CT Resident (circle) \_\_\_\_\_ US Citizen (circle) \_\_\_\_\_  
 Yes No Yes No

**Ethnicity**  
 Hispanic or Latino  
 Non-Hispanic/Non-Latino  
 Choose not to respond (none)

**Race**  
 White(10)  
 Black or African American(20)  
 Asian(45)  
 American Indian or Alaskan Native(50)  
 Native Hawaiian or Other Pacific Islander(80)  
 Other (90)  Choose not to respond (60)

CRN#	Course Title	CEU	Dates	Fee
<b>T O T A L</b>				

**REFUND POLICY:** NCCC reserves the right to change instructors, cancel or reschedule a program in the event of insufficient enrollment or unforeseen circumstances. If your course is canceled, you will have the option of applying your course fee to another class or you will receive a full refund. If you are unable to attend a course you must withdraw at least FIVE WORKING DAYS before the first scheduled meeting in order to receive a refund. Some programs have different payment options and/or limited refund policies. Contact us for details.

**DISCLOSURE AGREEMENT:**  
 I certify that the information provided above is, to the best of my knowledge, true and correct, and I consent to the disclosure of this and program participation information between Northwestern Connecticut Community College, Connecticut State Colleges and Universities and state and federal Departments of Labor for the purpose of maintaining accurate student records and to monitor grant performance.

**X**  
 Student Signature--I have read the refund policy \_\_\_\_\_ Date \_\_\_\_\_

**X**  
 Student Signature--I have read the disclosure agreement \_\_\_\_\_ Date \_\_\_\_\_

**Payment Method :**

Cash  Check or Money Order payable to NCCC.

Visa  Mastercard  Discover Number \_\_\_\_\_

Billing address zip code \_\_\_\_\_

Expiration Date \_\_\_\_\_ 3 Digit Security Code \_\_\_\_\_

Name on Card \_\_\_\_\_

**Three ways to register:**

**FAX:** Fax the registration form with your Mastercard/Visa/Discover information to (860) 738-6453

**IN PERSON:** Bring the registration form and payment to the Center for Workforce Development, 56 Park Place East, Monday-Friday between 9am - 4pm.

**MAIL IN:** Send this registration form to the above address along with a check or money order payable to NCCC or Mastercard/Visa/Discover information. Course fees are payable at the time of registration. You are registered for a class unless notified otherwise.

**NON-CREDIT REGISTRATION FORM**