

APPLICATION FOR LATE REGISTRATION



Beginning with the first day of class for the semester, students must complete the following steps in order to register:

1. Complete the form below.
2. Obtain your advisor's (or designee) signature.
3. Obtain appropriate faculty member's initials to indicate permission to register late in the class.
4. Return the form to the Campus Service Center.
5. Payment must be received at time of registration or registration will not be processed. All applicable tuition and fees must be paid or appropriate arrangements established with the Business and/or Financial Aid Offices. A late fee will be assessed (currently \$50).

			Student ID Number	Birthdate	Phone
Last Name	First Name	Middle Initial			
Street		City	State	Zip	

LIST BELOW ALL CLASSES FOR WHICH YOU ARE ENROLLING LATE Faculty Initials Override

CRN	Subj.	Course No.	Course Title	Hrs.	Late	CAP	Pre/Co Requisite	Major	Time
				TOTAL Hrs.					

STUDENT SIGNATURE _____ DATE _____ ADVISOR SIGNATURE _____

REGISTRATION IS NOT COMPLETE UNTIL THIS FORM IS SIGNED AND SUBMITTED WITH ALL REGISTRATION MATERIALS, INCLUDING PAYMENT, TO THE CAMPUS SERVICE CENTER.

By registering for classes on the reverse side, I am agreeing to pay all tuition and fees assessed and will abide by the following Refund Policy:

Classes canceled by the College	100%
Prior to the first day of the semester	100%

The following refund schedule applies to students who officially and **TOTALLY** withdraw from all classes.

During the first week or 10% of the term	90% refund
Students completing 11% - 25% of the term	70% refund
Students completing 26% - 50% of the term	50% refund
Students completing 51% or more of the term	No refund

By signing this form, I understand that West Virginia Northern Community College will submit my information to a collection agency if I fail to meet my financial obligation to the College. I understand that I will be responsible for any collection costs or legal fees associated with my WVNCC account for any third-party collection or legal efforts. I agree that the terms of my responsibility in this regard will be enforced according to West Virginia law.

A prorated schedule is used for nontraditional courses. Fees are refundable only during the 100% refund period. Partial withdrawals from school will not be refunded, but may be offset against added classes if done at the same time.

Should space become available in a waitlisted course, students will be notified by email sent to their Northern email account. It is the students' responsibility to monitor their email for waitlist notification and to register for the course during the allotted time provided in the email. Failing to register during the allotted time will result in removal from the waitlist for the specified course.

I acknowledge I have read and understand the refund policy. I agree I will officially withdraw in writing or verbally notify a College-designated official as listed in the College Catalog for any classes for which I have registered or preregistered.

Signature: _____ Date: _____