

## Add/Drop Form

### PERSONAL INFORMATION

FULL NAME		
Last Name		
First Name		
Prior Name(s)		Middle Initial:
Birthdate		
Last 4 of SSN		

### CONTACT INFORMATION

PERMANENT ADDRESS	
Street	
Apt/Unit #:	
City	
Zip Code	
Primary Phone #	H <input type="checkbox"/> C <input type="checkbox"/>

STUDENT INFORMATION	
Student ID	
Semester and Year	
Program of Study	

**REQUIRED:** Please read the reverse side for registration and financial agreement before signing for completion.

### *COURSE(S) TO BE ADDED*

Course Code	Section	Course Title	Check if Auditing*	Credits
<i>Total Credits</i>				

### *COURSE(S) TO BE DROPPED*

Course Code	Section	Course Title	Check if Auditing*	Credits
<i>Total Credits</i>				

**REGISTRATION and FINANCIAL AGREEMENT:** Please note the following important expectations for all students: 1. Your handwritten signature on this form is your agreement. When registering online, use of your ID and password is the same as your legal signature. All transactions on Workday are official records recognized by Northampton Community College (NCC). 2. By registering online, you accept full academic and financial responsibility for each course, and understand all college policies relating to academic, program and course requirements; 3. Schedule changes, billing and refund deadlines published in the College Catalog, Academic Calendar and on the NCC Website. Schedule changes must be completed according to the academic calendar deadlines. 4. Students who do not attend classes in person or online are responsible for any assigned grade (s) as well as the charges billed to the student account for all tuition, fees and other student charges, regardless of whether the student attends the class or not.

**COMMUNICATION between NCC and the individual student:** I understand and agree Northampton Community College uses NCC student email which every student receives upon applying as the official method of communication with me. I authorize NCC and its agents and contractors to contact me at my current and any future cellphone number(s), email address (es), or wireless device(s) regarding my delinquent student account(s)/loan(s), any other debt I owe to NCC, or to receive general information from NCC. I understand and agree that I am responsible for keeping NCC records up to date with my current mailing address, personal email address, name change and phone number by going into Workday Student Login.

**FINANCIAL AID:** I understand that aid described as “anticipated” on my Financial Aid Award does not represent actual or guaranteed payment but is an estimate of the aid I may receive if I meet all requirements stipulated by that aid program. I understand that my Financial Aid Award is contingent upon my continued enrollment and attendance in each class upon which my financial aid eligibility was calculated. If I drop any class before completion, I understand that my financial aid eligibility may decrease and some or all of the financial aid awarded to me may be revoked. If some or all of my financial aid is revoked because I dropped or failed to attend class, I agree to repay all revoked aid that was disbursed to my account and resulted in a credit balance that was refunded to me. I agree to allow financial aid I receive to pay any and all charges assessed to my account at NCC such as tuition, fees, campus housing and meal plans, bookstore charges, or any other amount, in accordance with the terms of the aid.

**PAYMENT OF FEES/PROMISE TO PAY:** I understand that when I register for any class at NCC or receive any service from NCC, I accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of my registration and/or receipt of services.

**DELINQUENT ACCOUNTS/COLLECTION:** I understand and accept that if I fail to pay my student account bill or any monies due and owing NCC by the scheduled due date and fail to make acceptable payment arrangements to bring my account current, NCC may refer my delinquent account to a collection agency. I further understand that if NCC refers my student account balance to a third party for collection, a collection fee will be assessed and will be due in full at the time of the referral to the third party. The collection fee will be calculated at the maximum amount permitted by applicable law, but not to exceed 33 1/3% of the amount outstanding. For purposes of this provision, the third party may be a debt collection company or an attorney. If a lawsuit is filed to recover an outstanding balance, I shall also be responsible for any costs associated with the lawsuit such as court costs or other applicable costs. Finally, I understand that my delinquent account may be reported to one or more of the national credit bureaus

**METHOD OF BILLING** I understand that NCC uses electronic billing (e-bill) as its official billing method, and therefore I am responsible for viewing and paying my student account e-bill by the scheduled due date.

**WITHDRAWAL** If I decide to completely withdraw from NCC, I will follow the instructions provided by Records & Registration which I understand and agree are incorporated herein by reference. Therefore, I will ensure to notify the Records Department from my student email address, and remove any current courses from my schedule beforehand.

**By signing below, I acknowledge that I have read and understand the entire registration and financial agreement is available in my Workday inbox as an Onboarding Item.**

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_ **Records Initials** \_\_\_\_\_