

NON-CREDIT COURSE REGISTRATION FORMPlease print clearly. Additional copies of this form can be found at sunyacc.edu/continuing-ed/registration.Full Legal Name: _____
 First *Middle* *Last*

Date of Birth: _____

Home/Cell Phone: _____ Work Phone: _____

Student ID or SSN: _____

Mailing Address: _____
 number *street* *city* *state* *zip*

Email Address: _____

Please register me for the following courses listed on this form. I understand that I will be automatically billed for the course(s) once my registration has occurred, regardless of chosen payment method.

| CRN | Course Title | Price |
|-----|--------------|-------|
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Payment is due upon registration, as follows:

BY CHECK: Made payable to SUNY Adirondack. Students may pay in person at the Office of Continuing Education at the north end of Adirondack Hall on the Queensbury campus, Monday - Friday, between the hours of 8am and 4pm. Students may also mail the payment stub, located at the bottom of the Student Schedule and Bill, with a check, to the Office of Continuing Education.

BY CASH OR CREDIT CARD: Students must register for the applicable course(s) through Continuing Education prior to using these payment methods.

- **Cash payment** must be made at the Student Accounts Cashier Window in Warren Hall, with a copy of the Student Schedule and Bill.
- **Credit card payment** must be made either at the Office of Continuing Education or at the Student Accounts Cashier Window in Warren Hall, with a copy of the Student Schedule and Bill or at <http://www.sunyacc.edu/continuing-ed/registration>, using e-cashier. A \$1.00 nonrefundable NELNET Enrollment Fee will be assessed for each e-cashier payment. Full payments are deducted immediately from the account provided on the NELNET agreement.

COURSE DROP/REFUND POLICY

Please refer to our webpage about registration for details about the non-credit course drop/refund policy:

<http://sunyacc.edu/continuing-ed/registration>

Non-payment may result in balance being turned over to a collection agency. All collection fees, including reasonable attorney fees, will be the responsibility of the student.