



Bellingham TECHNICAL COLLEGE

REGISTRATION FORM (Information Protected by Family Privacy Rights)

3028 Lindbergh Ave, Bellingham WA
98225-1599

Registration Office: (360) 752-8350

Website: www.btc.ctc.edu

Student ID Number Social Security Number

Your social security number is confidential and, under a federal law called the Family Educational Rights & Privacy Act, the college will protect it from unauthorized use and/or disclosure. In compliance with state/federal requirements, disclosure may be authorized for the purpose of state and federal financial aid, Hope/Lifetime Learning tax credits, academic transcripts, assessment or accountability research.

Today's Date	Last Name	First Name	M.I.	Previous Name
Birthdate	Mailing Address	City	State	Zip
Day/Evening Phone	Male or Female <input type="checkbox"/> Male <input type="checkbox"/> Female	E-Mail Address (Required)		

Item #	Program/Course Title	Start Date	Item #	Program/Course Title	Start Date

Have you attended BTC during the past 2 years? Yes No

Check if applicable: Fee Pay/Stat B6 Running Start

Complete if mail-in and paying by credit card: VISA MC Make Checks Payable to BTC

Acct # _____ Security Code _____

Credit Card Signature _____ Expiration Date _____

Washington State requires collection of the following information for purposes of evaluating the State College system.
For each of the following questions, enter into the box provided the code which best applies to you.

What is your reason for attending BTC? D = High School Completion/GED E = Adult Basic Ed, English as a Second Language F = Enrolled in Degree/Certificate Program J = Improve job skills in present occupation K = Home & family life	<input type="text" value="Int"/>	Purpose for attending BTC: 11 Take courses related to work 12 Transfer to a four year college 13 GED 14 Explore career direction 15 Personal Enrichment 90 Other	<input type="text" value="Purpose"/>
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Which race do you consider yourself? 800 White 872 African American 597 American Indian 015 Alaska Native 653 Native Hawaiian 681 Other Pacific Islander 619 Vietnamese 605 Chinese 608 Filipino 612 Korean 611 Japanese 621 Other Asian 799 Other Race _____	<input type="text" value="Census Race Cd"/>	Are you of Spanish/Hispanic ethnicity? 722 Mexican, Mexican American, Chicano 727 Puerto Rican 709 Cuban 717 Other Spanish/Hispanic 999 No, not Hispanic	<input type="text" value="Census Hisp Cd"/>	Are you a U.S. Citizen? (Required) Y = Yes F1 = Visa Status "F" International Student M1 = Visa Status "M" International Student T = Temporary Resident RF = Refugee/Parolee or Conditional Entrant IM = Immigrant/Permanent Resident ZZ = Other/VISA Type _____	<input type="text" value="Citz Stat"/>
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Veteran Status Are you eligible for Veterans' Benefits?	<input type="checkbox"/> Yes <input type="checkbox"/> No Vet	Disability Status: Do you have a physical or mental impairment which substantially limits one or more major life activities, such as seeing, hearing, speaking, walking, learning, working, etc.? <i>Optional (confidential information used for statistical reporting only). Persons with a disability may be eligible for support services and should contact the Disability & Support Services Coordinator at 360-752-8367 for information on services.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No DIS
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Name of high school attended: _____ Is this high school in Washington State? Y/N _____ Did you graduate? Y/N _____ What year did you last attend? _____ Grade level at last attendance (i.e. 10,11,12): _____	HI School HI School Grad HI Schl Last Year HI Schl Gr Level	Name last college you attended: _____ Check one: In WA _____ Out of state: _____ 2 yr _____ 4 yr _____ What year did you last attend? _____ Did you graduate? Y/N _____ Are you transferring from another college? Y/N _____	Prev Col 1 Prev Col Yr 1 Prev Col Grad 1 Prev Col Tran 1
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How long do you plan to attend BTC? <input type="text"/>	Stu Plan Attn'd	Work status during attendance at BTC: <input type="text"/>	Stu Work Attn'd	Prior Education: <input type="text"/>	Stu Prior Educ	Describe your family status: <input type="text"/>	Stu Fam Stat
11 One quarter 12 Two quarters 13 One year 14 Two years 15 Long enough to complete a degree 16 Don't know 90 Other		11 Full-time homemaker 12 Full-time employment (including self-employment and military) 13 Part-time off campus 14 Part-time on campus 15 Not employed, seeking employment 16 Not employed, not seeking employment 90 Other		11 Less than H.S. graduation 12 GED 13 High School graduate 14 Some post high school, but no degree or certificate 15 Certificate 16 Associate Degree 17 Bachelor's Degree or above 90 Other		11 Single parent with dependents in your care 12 A couple with dependents in your care 13 Without dependents in your care 90 Other	

• COURSE REGISTRATION INFORMATION •

WEB REG Web hours: Monday-Friday 7am-9pm, Sat-Sun 7am-11pm. Please note Registration for a new quarter opens at the same time for web, in person, and by phone, at 8am.

IN PERSON Office hours: Monday-Friday 8am-4pm.

BY MAIL Enclose a check or money order made payable to BTC or complete credit card information. Do not send currency. You are automatically registered unless notified. If you wish to have your registration confirmed, enclose a self-addressed, stamped envelope, and we will mail your receipt. Send registration form and fee to: Business Office, BTC, 3028 Lindbergh Avenue, Bellingham, WA 98225. If you pay by check and the class is full by the time we receive your registration, we will void and return your check by mail. (To expedite refund time in case of full classes, you may choose to write a separate check for each class; otherwise the refund check will be processed within three weeks.)

BY FAX Complete credit card information is required; photocopy registration form to insure a legible copy. BTC's fax number is 360-676-2798. You are automatically registered unless notified.

BY PHONE Please have complete credit card and registration information ready at the time of call 360-752-8469.

AUDITING Audit is used for courses only and must be requested by the student prior to the end of the second session. The Audit grade is not used for programs, nor will it meet any requirements for degrees or certificates. The grade "AU" for Audit is posted on the transcript and no credit is awarded. The student must pay regular tuition and fees.

State Funded Credit Class Refund Policy

- 100% refund if a student withdraws from a class through the 5th instructional day of the quarter.
- 50% refund if a student withdraws after the 5th instructional day through the 20th calendar day of the quarter.

Classes with start and end dates other than the start and end of the quarter

- Refunds for state supported classes which start before or after the regular quarter begins will be processed in proportion to the tuition and fee refund percentages above. Refund deadlines may differ for classes with different start dates, including Washington Online classes and classes which start mid-quarter.
- Refunds for state supported classes which are shorter than the full quarter and begin any time during the quarter will be processed in proportion to the tuition and fee refund percentages above.
- State Supported classes which meet only once must be dropped prior to the class meeting time to be refund eligible.
- *Instructional Days are defined as days the College is in session, not including weekends or scheduled holidays.*
- *Calendar Days are defined as all days the College is in session, including weekends and scheduled holidays.*

Self Support Class and Child & Family Studies Class Refund Policy

- 100% refund if drop is submitted by midnight **two calendar days prior** to the start date of the class.
- There are NO refunds after midnight two calendar days prior to start date of the class. A signed Add/Drop form is required to drop/withdraw after midnight two calendar days prior to the start date.

Canceled Class Refunds

- A 100% refund will be made when Bellingham Technical College cancels a class.

Refund Information

How to drop, withdraw, petition

- Students are usually able to drop classes online during the 100% refund period or submit an Add/Drop form to the Registration office for assistance. After that time, an Official Withdrawal is required.
- An Official Withdrawal is defined as when a student has submitted a completed Add/Drop form to the Registration Office before the withdrawal deadline. The refund will be calculated based on the date the form is **submitted** rather than the last day of attendance. No refund of tuition and fees will be made beyond the current quarter.
- Students who fail to attend or stop attending a course or program without notice, and do not officially withdraw will forfeit all claims to the refund of tuition and fees, and may receive a failing grade of F. The College may drop students in courses who fail to pay at the time of registration or by the tuition and fee payment due date.
- Refunds for Financial Aid students may be adjusted based on the type of aid received. Contact the Financial Aid Office at **360.752.8351** for any questions.
- Petitions for exceptions to the refund policy must be submitted in writing to the Director of Registration and Enrollment for determination. Required documentation for consideration includes an Add/Drop form, a Hardship Withdrawal Form, and supporting documentation. Circumstances warranting an exception are medical reasons or for those called into military service of the United States.

Payment of refunds

- Refunds for payments made by cash or check will be processed through the Business Office and a check mailed within 3 weeks. Refunds for payments made by credit card will be processed back to the credit card in 2 business days. Outstanding debts to the college will be deducted from refunds.
- Refund amounts are based on prior full payment of tuition and fees. If you have not paid in full, you may still owe a balance if you withdraw from your class during a partial refund period.

*State Funded Courses - supported with State funds.

**Self Support Courses – supported by student fees.

Class Cancellation: Classes may be cancelled due to low enrollment. Examples of how the BTC degree/certificate program & course refund policies are applied, are available upon request from the BTC Registration Office. **Mission Statement:** Bellingham Technical College's mission is to deliver superior professional-technical education for today's needs and tomorrow's opportunities. Bellingham Technical College provides equal opportunity in education, employment and access to all persons. Inquiries regarding compliance with access, equal opportunity and/or grievance procedures should be directed to the Human Resources Office, Building A, Room, A2, or call 360.752.8354 or 360.752.8515/TTY.