



Class Registration

Registration
 Lakeshore Technical College
 1290 North Avenue
 Cleveland, WI 53015
 920.693.8213 or 920.693.1000
 Fax 920.693.3561
 1.888.GO TO LTC Ext. 1366
 (1.888.468.6582 Ext. 1366)

Mail-in registrations require payment in full or signed Class Payment Agreement

Student I.D. No. (8 digits)		First Name		Middle Name		Last Name			
Former Names		Date of Birth	Month	Day	Year	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Social Security No.		
Home Address (Street, P.O.)				City		State	ZIP Code		
Home Phone Number:		Cell Phone Number			Other Phone Number				
Home Email Address				Other Email Address					
Place of Employment and Address				City		State	Phone		
Place of Employment or Place Where You Volunteer Service and Address				City		State	Phone		
The following information is for state and federal reporting and is confidential.	Are you Hispanic or Latino? <input type="checkbox"/> Yes <input type="checkbox"/> No		Work Status at Enrollment:			Highest Credential Received		Displaced Homemaker	
	Select any other group or groups that apply to you. <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White		<input type="checkbox"/> 01 Employed, Full Time <input type="checkbox"/> 02 Employed, Part Time <input type="checkbox"/> 03 Underemployed <input type="checkbox"/> 04 Unemployed, Seeking Employment <input type="checkbox"/> 05 Not in Labor Market <input type="checkbox"/> 06 Dislocated Worker Highest Grade of School Completed _____ Single Parent <input type="checkbox"/> 1. Yes <input type="checkbox"/> 2. No			<input type="checkbox"/> 01 No Credential <input type="checkbox"/> 02 GED <input type="checkbox"/> 03 HSED <input type="checkbox"/> 04 High School Diploma <input type="checkbox"/> 05 Some College (Postsec.) <input type="checkbox"/> 06 Short-Term Diploma <input type="checkbox"/> 07 One-Year Diploma <input type="checkbox"/> 08 Two-Year Diploma <input type="checkbox"/> 09 Associate Degree <input type="checkbox"/> 10 Associate Degree Plus Additional Credential <input type="checkbox"/> 11 Baccalaureate <input type="checkbox"/> 12 More Than Baccalaureate <input type="checkbox"/> 99 Unknown		<input type="checkbox"/> 1. Yes <input type="checkbox"/> 2. No Withdrew From High School <input type="checkbox"/> 1. Yes <input type="checkbox"/> 2. No Economically Disadvantaged <input type="checkbox"/> 1. Yes <input type="checkbox"/> 2. No Disability <input type="checkbox"/> 98 Yes <input type="checkbox"/> 99 No	
Last High School Attended and State				Date You Will or Did Graduate From High School					
I am a legal resident of:		County		<input type="checkbox"/> Town <input type="checkbox"/> Village <input type="checkbox"/> City		School District			

U	C	E	Catalog Number	5-Digit Class Number	Class Title	Start Date	Credits

Amount to be paid _____

Comments: _____

_____	_____	_____
<i>Visa or MasterCard Number</i>	<i>Exp. Date</i>	<i>V Code</i>
_____		_____
<i>Student Signature</i>		<i>Date</i>

<i>Instructor Signature if Class Is in Session</i>		

See Back for Refund Policy

WISCONSIN TECHNICAL COLLEGE SYSTEM REFUND POLICY

Refunds of fees paid to LTC are in accordance with the Wisconsin Technical College System policy.

- Application Fee—The application fee is nonrefundable unless the program is canceled or if no openings are available for applicants on the waiting listing.
- Students enrolling in courses are entitled to fee refunds equal to 80 percent of the fees if they withdraw before or at the time 10 percent of the course's potential hours of instruction have been completed. If students withdraw after 10 percent but before more than 20 percent of the course's potential hours of instruction have been completed, they are entitled to a fee refund equal to 60 percent of the fees. If students withdraw after 20 percent of the course's potential hours of instruction have been completed, they are not entitled to a fee refund.
- No refunds will be considered for advanced standing and testout fees.

Students must request a refund in writing within the refund period in order to get either a partial or full refund. The amount of refund received is based on a number of factors, including when the withdrawal occurred and class meeting time which has lapsed.

Refund request forms are available from the staff in Student Services Records and must be returned to Records for processing. If students are receiving financial aid, the Title IV refund policy will be used.

Students seeking advanced standing in classes in which they are currently enrolled can receive approval at any time. Successful advanced requests receive full class refunds when the student is withdrawn from the class.

You may drop a class in several ways: through the MyLTC web portal at www.gotoltc.edu; by phone at 920-693-1888; or in person at the Student Records Office on the Cleveland Campus. **Drop requests are not accepted through your instructors.**

*****Students are fully responsible for tuition and fees. Any drops that occur after the class start date will result in tuition charges to your account. To avoid suspension of registration and record access, collection agency action, and additional collection fees, students must pay class fees by the due date and must drop any classes through Student Records. Attendance records do NOT affect the amount due.***

The WTCS Refund Policy states:

Drop before the first scheduled meeting of the class:

100% refund

If at or less than 10% of total class meetings completed at time of drop:

80% refund

If after 10% but not more than 20% of total class meetings completed at time of drop:

60% refund

After more than 20% of total class meetings completed at time of drop:

0% refund

For more information, visit <http://gotoltc.edu/refunds>.