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** ☐ Male ☐ 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?
☐ Yes ☐ No

Select any other group or groups that apply to you.
☐ American Indian or Alaskan Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☐ White

Work Status at Enrollment:
☐ 01 Employed, Full Time
☐ 02 Employed, Part Time
☐ 03 Underemployed
☐ 04 Unemployed, Seeking Employment
☐ 05 Not in Labor Market
☐ 06 Dislocated Worker

Highest Grade of School Completed
_____

Single Parent
☐ 1. Yes ☐ 2. No

Highest Credential Received
☐ 01 No Credential
☐ 02 GED
☐ 03 HSED
☐ 04 High School Diploma
☐ 05 Some College (Postsec.)
☐ 06 Short-Term Diploma
☐ 07 One-Year Diploma
☐ 08 Two-Year Diploma
☐ 09 Associate Degree
☐ 10 Associate Degree Plus Additional Credential
☐ 11 Baccalaureate
☐ 12 More Than Baccalaureate
☐ 99 Unknown

Displaced Homemaker
☐ 1. Yes ☐ 2. No

Withdrew From High School
☐ 1. Yes ☐ 2. No

Economically Disadvantaged
☐ 1. Yes ☐ 2. No

Disability
☐ 98 Yes ☐ 99 No

Last High School Attended and State | **Date You Will or Did Graduate From High School**

I am a legal resident of: County ☐ Town ☐ Village ☐ City | **School District**

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

Amount to be paid _____

Comments: _____

_____
_____
_____
_____
_____

_____
Visa or MasterCard Number *Exp. Date* *V Code*

_____
Student Signature *Date*

_____
Instructor Signature if Class Is in Session

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.***