



# Class Registration

Registration  
 Lakeshore Technical College  
 1290 North Avenue  
 Cleveland, WI 53015  
 Phone 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		Economically Disadvantaged <input type="checkbox"/> 1 Yes <input type="checkbox"/> 2 No		Highest Grade of School Completed _____		First Generation Student = Report Highest Degree Earned by Parent		
	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		Disability <input type="checkbox"/> 98 Yes <input type="checkbox"/> 99 No		Displaced Homemaker <input type="checkbox"/> 1 Yes <input type="checkbox"/> 2 No		<input type="checkbox"/> 0 No Degree Earned <input type="checkbox"/> 1 High School Diploma/HSED/GED <input type="checkbox"/> 2 Associate Diploma/Technical Certificate <input type="checkbox"/> 3 Bachelor's Degree (4 Years) <input type="checkbox"/> 4 Master's Degree/Doctorate Degree (4+ Years) <input type="checkbox"/> 9 Not Reported		
Work Status at Enrollment: <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 Credential Received <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		Veteran <input type="checkbox"/> 1 Receive Education Benefits <input type="checkbox"/> 2 Self-Reporting; Do Not Receive Education Benefits <input type="checkbox"/> 3 No/Not Reported		Single Parent <input type="checkbox"/> 1 Yes <input type="checkbox"/> 2 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>		

**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 they want to enroll in or are enrolled in need to complete testing out of the class within 14 days of the term start date in order to receive a full class refund.

You may drop a class in several ways: through the MyLTC web portal at [www.gotoltc.edu](http://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>.***