



# BELLINGHAM TECHNICAL COLLEGE Registration Form

Email: [registration@btc.edu](mailto:registration@btc.edu) Website: [www.btc.edu/register](http://www.btc.edu/register)  
3028 Lindbergh Ave., Bellingham WA 98225  
Registration Phone (360) 752-8350 / FAX (360) 676-2798

Student ID Number (SID)

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, tax credits, academic transcripts, assessment or accountability research.

Today's Date	Legal Last Name	Legal First Name	Middle Initial	Previous Name
Birth Date	Mailing Address—Street	City	State	Zip Code
Male <input type="checkbox"/> Female <input type="checkbox"/>	Phone Number	Email Address (Required)		

Item #	Class	Start Date	Item #	Class	Start Date

<b>Are you a US Citizen? (Required—Excludes Running Start Students)</b> Y <input type="checkbox"/> Yes—US Citizen T <input type="checkbox"/> Temporary Resident RF <input type="checkbox"/> Refugee/Parolee or Conditional Entrant IM <input type="checkbox"/> Immigrant/Permanent Resident OTHER <input type="checkbox"/> Other—Please bring documents to Admissions Office	<b>If you mail, fax, or email this form, include payment.</b> <b>Make checks payable to BTC OR provide complete Credit Card information.</b> VISA <input type="checkbox"/> MC <input type="checkbox"/> Exp. Date _____ Security Code _____ Acct # _____ - _____ - _____ Print Name _____ Phone _____ Zip Code _____ Signature _____
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**CHECK** what best applies to you in each section. Washington State requires the collection of the following information for purposes of evaluating the State College system.

<b>What is your reason for attending BTC?</b> B <input type="checkbox"/> Academic Transfer Degree D <input type="checkbox"/> GED, ESL, pre-college F <input type="checkbox"/> Enrolled in Vocational Degree/Certificate Program I <input type="checkbox"/> Applied Baccalaureate Program J <input type="checkbox"/> Upgrading job skills L <input type="checkbox"/> General Studies (Non-Degree/Certificate) Y <input type="checkbox"/> Community Education/Other	<b>Purpose for attending BTC?</b> 11 <input type="checkbox"/> Take courses related to work 12 <input type="checkbox"/> Transfer to a four year college 13 <input type="checkbox"/> GED 14 <input type="checkbox"/> Explore career direction 15 <input type="checkbox"/> Personal Enrichment/General Studies 90 <input type="checkbox"/> Other	<b>Veteran Information</b> Please check this box <input type="checkbox"/> if you are a veteran or dependent and would like additional information. (UAC=VS)
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<b>Which race do you consider yourself? (Check one or two)</b> 800 <input type="checkbox"/> White 872 <input type="checkbox"/> African American 597 <input type="checkbox"/> American Indian 015 <input type="checkbox"/> Alaska Native 653 <input type="checkbox"/> Native Hawaiian 681 <input type="checkbox"/> Other Pacific Islander 619 <input type="checkbox"/> Vietnamese 605 <input type="checkbox"/> Chinese 608 <input type="checkbox"/> Filipino 612 <input type="checkbox"/> Korean 611 <input type="checkbox"/> Japanese 621 <input type="checkbox"/> Other Asian 799 <input type="checkbox"/> Other Race _____	<b>Are you of Spanish/Hispanic ethnicity?</b> 999 <input type="checkbox"/> No, not Hispanic 722 <input type="checkbox"/> Mexican, Mexican American, Chicano 727 <input type="checkbox"/> Puerto Rican 709 <input type="checkbox"/> Cuban 717 <input type="checkbox"/> Other Spanish/Hispanic	<b>Disability Status</b> Do you have a disability? Yes <input type="checkbox"/> No <input type="checkbox"/> Disabilities can be learning, emotional, physical, or psychological. If you think you may be eligible for accommodations, please call (360) 752-8345 to set up an appointment with Accessibility Resources. (DIS)
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Name of high school attended: _____ Is this high school in Washington State? Yes <input type="checkbox"/> No <input type="checkbox"/> Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/> What year did you last attend? (i.e. 1997, 2008, etc.) _____ Grade level at last attendance (i.e. 10, 11, 12): _____	Name last college you attended _____ Check one: In WA <input type="checkbox"/> Out of State 2 yr <input type="checkbox"/> Out of State 4 yr <input type="checkbox"/> What year did you last attend? (i.e. 1997, 2008, etc.) _____ Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/> Are you transferring from another college? Yes <input type="checkbox"/> No <input type="checkbox"/>
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<b>How long do you plan to attend BTC?</b> 11 <input type="checkbox"/> One quarter 12 <input type="checkbox"/> Two quarters 13 <input type="checkbox"/> One year 14 <input type="checkbox"/> Two years 15 <input type="checkbox"/> Long enough to complete a degree 16 <input type="checkbox"/> Don't know 90 <input type="checkbox"/> Other	<b>Work status while attending BTC</b> 11 <input type="checkbox"/> Full-time homemaker 12 <input type="checkbox"/> Full-time employment (including self-employment and military) 13 <input type="checkbox"/> Part-time off campus 14 <input type="checkbox"/> Part-time on campus 15 <input type="checkbox"/> Not employed, seeking employment 16 <input type="checkbox"/> Not employed, not seeking employment 90 <input type="checkbox"/> Other	<b>Prior Education</b> 11 <input type="checkbox"/> Less than H.S. graduation 12 <input type="checkbox"/> GED 13 <input type="checkbox"/> High School graduate 14 <input type="checkbox"/> Some post high school, but no degree or certificate 15 <input type="checkbox"/> Certificate 16 <input type="checkbox"/> Associate Degree 17 <input type="checkbox"/> Bachelor's Degree or above 90 <input type="checkbox"/> Other	<b>Describe your family status</b> 11 <input type="checkbox"/> Single parent with dependents in your care 12 <input type="checkbox"/> A couple with dependents in your care 13 <input type="checkbox"/> Without dependents in your care 90 <input type="checkbox"/> Other
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# COURSE REGISTRATION INFORMATION

- WEB** Web hours: Monday–Friday ,7am–9pm. Saturday, 7am–Monday 7am.  
Please note—Registration for a new quarter opens at 8:00 am, the same time for web, in person, and by phone.
- EMAIL** Complete credit card information is required. Scan completed form and email to: [registration@btc.edu](mailto:registration@btc.edu)
- FAX** Complete credit card information is required. BTC’s fax number is **(360) 676-2798**. You are automatically registered unless notified.
- IN PERSON** Normal Office hours: Monday-Friday, 8 am–5pm. (Check website for Summer hours.)
- PHONE** Please have complete credit card and registration information ready at the time of **call (360) 752-8469**.
- MAIL** Enclose a check or money order made payable to BTC or complete credit card information. Do not send currency. Send registration form and payment 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.
- AUDITING** Audit is used for continuing education classes 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 full tuition and fees.

## \*State-Funded Credit Class Refund Policy

- 100% refund if a student withdraws from a class through the fifth instructional day of the quarter.
- 50% refund if a student withdraws after the fifth 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 that 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 that 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 that meet only once must be dropped prior to the class meeting time to be refund eligible.
  - Summer quarter consists of a six-week session and an eight-week session. Refund dates are prorated.

## \*\*Self-Support 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 the start date of the class. A signed Add/Drop form is required to drop or withdraw after midnight two calendar days prior to the start date.

### Definitions:

<b>Instructional Days</b>	Days the College is in session, not including weekends or scheduled holidays.
<b>Calendar Days</b>	All the days the College is in session, including weekends and scheduled holidays.
<b>*State-Funded Courses</b>	Classes supported with State funds.
<b>** Self-Support Courses</b>	Classes supported by student fees.

## Canceled Class Refunds

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

## Refund Information

### How to drop, withdraw, petition

- An Official Withdrawal is defined as when a student has withdrawn online or 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 or the withdrawal occurs online rather than the last day of attendance. No refund of tuition and fees will be made beyond the current quarter.
- Students may drop and withdraw from classes online or by submitting an Add/Drop form to the Registration Office.
- 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 a 100% refund exception are medical reasons or for those called into U.S. military service. All petitions, forms and documentation must be submitted by the last day of the enrolled quarter.

## Payment of Refunds

- Refunds for payments made by cash, check or Nelnet are processed through the Business Office, and a check will be mailed within three weeks. Refunds for payments made by credit card will be processed back to the credit card in two 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 or non-refund period.

**Class Cancellation** Classes may be cancelled due to low enrollment.

**Mission Statement** Bellingham Technical College provides student-centered, high-quality professional technical education for today’s needs and tomorrow’s opportunities.

**Bellingham Technical College** does not discriminate against any person on the basis of race, color, national origin, disability, sex, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All inquiries regarding compliance with access, equal opportunity and/or grievance procedures should be directed to the Associate Director of Human Resources, Bellingham Technical College, 3028 Lindbergh Avenue, Bellingham, WA 98225, or call (360) 752-8354.