

## CONCURRENT/PROGRAM ENROLLMENT CHECKLIST

Enrollment Opens 08/02/2019 and Closes 08/30/2019:

- Submit online Application along with \$50 non-refundable Application Fee
- Test Scores (ACT or Accuplacer)** (If taking English Composition, Intermediate Algebra or College Algebra)
- FERPA Release Form
- Letter of Financial Responsibility
- Current High School Transcript
- Payment – Students are not considered enrolled until payment is made in full**
  - Payment is required by the first day of class. A fee will be assessed if payment is not made by the 10<sup>th</sup> day.

Withdrawal Process:

Students must meet published student withdrawal deadlines for refund. Students must complete an NCKTC Course Withdrawal Form – Please contact the Registrar's Office to obtain the form (785-738-9058) or [jheidrick@ncktc.edu](mailto:jheidrick@ncktc.edu)