![Chattahoochee TECHNICAL COLLEGE]

Non-Degree-Seeking Student Waiver Form

Step 1: Acknowledgement of Status

By initialing next to each statement, I understand that the following stipulations apply for non-degree-seeking students. In order to change to non-degree-seeking status, all fields must be initialed.

_____ I am not eligible to receive Financial Aid and am responsible for paying all tuition and fees in full by the posted payment deadlines. Failure to pay my tuition and fees in full will result in the removal of all courses from my schedule.

_____ I must adhere to the specific institutional prerequisite requirements when selecting courses. Satisfaction of prerequisites will be verified by review of unofficial postsecondary transcripts and ACT/SAT/Compass/Accuplacer scores.

_____ I understand that I am not eligible to graduate under non-degree-seeking status.

_____ I will receive credit for an unlimited number of courses, but I may transfer only 17 semester hours into a specific program at CTC for graduation purposes. The non-degree-seeking option is best used as a temporary status to accommodate for unique and specific admissions circumstances.

_____ I understand I am responsible for submitting a program change request and supplying additional documents to change my status to regular admission. Documents and forms must be turned in by posted Enrollment Services deadlines.

Step 2: Desired Courses

If you are enrolling as a non-degree-seeking student to complete specific courses, please list them below. *Note:* This is not a required step but will expedite the registration process.

Course Subject & Number	Course Name
Example: ACCT 1101	*Example:* Financial Accounting I

Step 3: Signature

I have read the above statements and agree to the conditions of non-degree-seeking status.

Student's Signature: _____

Student's Full Name: _____ Student ID: _____
(please print)

Effective Term (Semester and Year): _____ Date: _____