



# Non-Degree-Seeking Student Waiver Form

Submit to any Enrollment Services Office or to [Records@ChattahoocheeTech.edu](mailto:Records@ChattahoocheeTech.edu)

## 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.

\_\_\_\_\_ As a non-degree-seeking student, I can earn credit for an unlimited number of courses, but I may transfer only 17 of those credit hours into a specific program at CTC for graduation purposes.

\_\_\_\_\_ 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: Educational Goal

Select the option that best describes your goals at CTC.

- Complete a program of study at CTC. If so, list program: \_\_\_\_\_
- Complete only a few courses at CTC. If so, list courses under Step 3.
- Complete courses for several semesters and transfer to another institution.

## Step 3: Desired Course(s)

**Note:** This is not a required step but will expedite the registration process.

Course Subject & Number	Course Name

## Step 4: 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: \_\_\_\_\_

Effective Term (Semester and Year): \_\_\_\_\_ Date: \_\_\_\_\_