

NORTHAMPTON COMMUNITY COLLEGE (NCC) / UNIVERSITY OF DELAWARE (UD)
Distance Learning Agreement

Please Print Legibly

Name _____

Street Address (no PO Box) _____

City, State, Zip _____

Daytime Phone _____ Evening Phone _____

Are you a current student at Northampton Community College? Yes No

If you are NOT a current student, have you ever taken CREDIT courses at Northampton Community College? Yes No

Instructions:

- When a student is registered for University of Delaware courses only:
 1. Student fills out this UD Distance Learning Agreement and takes to the NCC Bursar's Office.
 2. Student pays \$30 per credit hour fee based on number of credits they are taking at UD.
 3. White original goes to NCC Library. Student gets Yellow and Pink copies and a cash receipt.
Student is responsible for notifying University of Delaware of their payment. NCC does not notify the University of Delaware nor provide them with any information or documentation.
 4. UD will require the student to provide the following:
 - a. Copy of this Distance Learning Agreement indicating payment of NCC fees
 - b. UD Focus/Distance Learning Course Instruction Fees
 - c. UD Credit Course registration form
 - d. UD Registration fees

- When a student is registered for NCC and UD courses, an NCC Admissions Application and payment of the NCC Application Fee is required as well as items 1 – 4 above.

- Students who are concurrently registered at NCC and UD may request a 50% refund of their NCC UD Distance learning fees paid herewith at the end of the NCC partial tuition refund period for the semester. Refunds are only issued upon request. Refund requests must be received by the NCC Bursar's Office prior to the end of the session for which refund is being requested. Requests made prior to the end of the partial refund period or after the session end date cannot be processed.

Your signature below identifies you as a University of Delaware Distance Learning student, taking courses via their Northampton Community College site.

SEMESTER (circle one) Fall Spring Summer

STUDENT SIGNATURE _____ DATE: _____

Make Payment to: Northampton Community College
Attn: Bursar's Office
3835 Green Pond Road
Bethlehem, PA 18017-7599

Please submit this completed form with your payment due.

NCC Office use only

Note to Cashier: Receipt using **UDEL** cash transaction type.

NCC Fee Paid \$ _____ NCC Staff Signature _____ Date _____

White – Library Yellow – Student submits to UD Pink – Student Copy