

Northeast Alabama Community College

Non-Credit Training Terms and Conditions

By registering for any non-credit course you indicate that you agree to the following. Please email georgej@nacc.edu if you have questions regarding the following statements.

I understand I am submitting my application for admission to Northeast Alabama Community College for non-credit education and training. I understand that withholding information or giving false information may make me ineligible for admission to the College or may subject me to immediate dismissal from the College. I have read this application and certify that the statements I have made on this application are correct and complete.

I agree to abide by the rules, policies, and regulations of the College as outlined in the Student Handbook, College Catalog, and College Website.

I understand the official means of communication from Northeast Alabama Community College is via my NACC email account, which will be assigned upon registration.

I voluntarily consent to receive information in electronic transactions via the College portal and/or college email. If I wish to remove consent, I understand I should contact Northeast Alabama Community College.

I give permission to Northeast Alabama Community College to text college-related information to my cell phone number and agree that Northeast Alabama Community College owns all photographs taken at college events. Northeast Alabama Community College reserves the right to use these photographs for College promotional materials, both digital and print. If I wish to remove my photograph, I understand I must file a "Do Not Use Photograph" form with the Office of Promotions and Marketing.

Once enrolled, I understand that I am covered by the Federal Family Educational Rights and Privacy Act (FERPA), and that directory information is defined in the College Catalog. I understand that if I do not want directory information released, I must contact the Admissions Office.

Furthermore, I understand that other items may be required for admission. These items may include a valid ID and other documentation as required for specific programs.

It is the policy of the Alabama Community College System Board of Trustees and Northeast Alabama Community College, a postsecondary institution under its control, that no person shall, on the grounds of race, color, national origin, religion, marital status, disability, gender, age, or any other protected class as defined by federal and state law, be excluded from participation, denied benefits, or subjected to discrimination under any program, activity, or employment. (In ACCS Board OF Trustees Policies 601.02 – 4.13.16 and 800.00 – 5.10.17) Updated: 2.15.2018

Payment is due at the time of registration. Registration is not complete until all financial obligations are complete. Failure to attend a non-credit course does not constitute withdrawal. The NACC Skills Training Office must be notified. If withdrawal is made at least 14 days prior to the course scheduled start date a full refund will be made. Refunds are not available after this time. Participant substitutions or transfers into later courses may be made with at least 24-hour notice prior to course start.

Courses are subject to cancellation if there is insufficient enrollment. NACC apologizes for any inconvenience this may cause you. In the event that a course is canceled, the registrant has the option of applying fees paid to another course or receiving a complete refund.

All courses are held on campus at NACC unless noted otherwise. Your confirmation letter/email will contain specifics regarding room assignments. NACC reserves the right to change instructors, times, dates, and rooms to better facilitate the course. All times are listed as Central time.

Unless otherwise noted, books and supplies are available at the campus bookstore for additional cost.

In case of inclement weather, classes may be postponed. Snow ice or power failure may force building or campus closings. For weather-related closing and postponements, please listen to radio and television announcements. If in doubt, err on the side of your personal safety and do not attempt to attend if you cannot travel safely to the site.

If you have special needs due to a disability, please contact the ADA Compliance Coordinator at 256-228-6001, ext. 2222 at least two weeks prior to the start of the course.