

# High School Credit Non-degree Registration Form

Fashion Institute of Technology  
227 West 27th Street, Room C158  
New York, NY 10001-5992

Email: [precollegeprograms@fitnyc.edu](mailto:precollegeprograms@fitnyc.edu)  
Website: [www.fitnyc.edu/precollege](http://www.fitnyc.edu/precollege)  
Phone: 212.217.4630  
Fax: 212.217.7964



Date \_\_\_\_\_

1. Name \_\_\_\_\_  
Last First MI

2. Student ID/ SS # \_\_\_\_\_

3. Date of Birth (Month/Day/Year) \_\_\_\_\_

4. Gender:  Male  Female 5. Home Telephone ( \_\_\_\_\_ )

6. Permanent Mailing Address \_\_\_\_\_  
Street City State  
Zip Code County Country (if not USA)

7. Email Address (required) \_\_\_\_\_

8. Have you applied or will you be applying to FIT as a degree student?  
 Yes (if yes, please write date of application and to which major you have/will apply): \_\_\_\_\_  
 No

9. Ethnicity: (optional) Are you Hispanic/Latino?  Yes  No  
Please indicate your race: (select one or more)  
 White  Black or African America  Asian  American Indian or Alaskan Native  Native Hawaiian or Other Pacific Islander

If Hispanic/Latino, is your background (select below):  
 Central American  Mexican  South American  Puerto Rican  Dominican  Mexican  Other Hispanic/Latino

10. First time attending college:  Yes \_\_\_\_\_ Pending High School Graduation Date  No \_\_\_\_\_ If no, Name of Previous Colleges

11. I have been residing for the past one year in the State of New York  Yes\*  No \*(if yes, see residency requirements on the back)  
12. If you live in a county outside of the City of New York, you must submit a County Certificate of Residency. Failure to obtain this document will result in the reassessment of nonresident tuition rate.  
Check One  I am a US Citizen  I am a permanent resident  I am a non-resident alien  
If you are a permanent resident, a non-resident alien, or hold a visa card, you must present these documents at the time of registration.

Semester:  Spring  
If you have missed a semester and wish to be re-admitted into your degree program, you must go to Admissions, Room C139.  
If you are a non-degree student and didn't take classes last semester, you must fill out this form.

CRN	Course	Section	Credits	Fees
Example: 2059	AC111	25A	3.00	\$564.00 (NY RES)

Total Credit Hours	Offsetting Service Fee*	\$5.00
	Technology Fee (for credit courses only)	
	Part time Students	\$50.00
	Full time Students	\$100.00
	Other fees*	
	Late Registration Fee	
	<b>TOTAL FEE*</b>	

Before signing below, please see the Residency Requirements and Important Registration Information on the reverse side of this form.

I, the undersigned, swear that the information I have written above is true and correct and furthermore acknowledge that I have read and fully understand that I am responsible for all tuition and associated fees required by completing this form.

Student Signature \_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_  
Date

Please turn this page over for important information. →

\*please inquire in room B127 or refer to [fitnyc.edu/bursar](http://fitnyc.edu/bursar)

## New York City Residency Requirements for High School Credit Students

Students must submit documents listed below (\*dated one year prior to the 1st day of the semester)

### REQUIRED OF ALL STUDENTS:

- A current high school transcript reflecting a New York State address
- New York State driver license (or non-driver identification card) or motor vehicle registration.
- Under the parent's name: If your child does not have the documents listed above, parents may submit their latest tax return. Please submit only the page of the tax return showing the child's name as a dependant. You may block out any private information.

In addition:

#### Non-immigrant Aliens:

- Copy of Visa  
*Students with student visas are not eligible for New York State residency status. Students with certain types of visas may be eligible if they have been residents of New York for at least one year, their type of visa qualifies (e.g. A and G Visas), and the visa is at least one year old. For more information on any specific visa, contact the Office of the Bursar.*

#### Immigrant Aliens:

- Copy of Resident Alien Card  
*Students who are not US citizens must have a Resident Alien Card, and meet the other requirements necessary for establishing residency. (If the application is still pending, you must send a copy of your passport, stamped by the I.N.S., as being processed for I-551, or a copy of the Notice of Action from the I.N.S. in response to Form I-485, Application for Permanent Residence.)*

For more information on New York City Residency Requirements, please visit <http://www.fitnyc.edu/2950.asp> or the Administrative Office of the Bursar, 236 West 27 Street 6<sup>th</sup> Floor.

## New York State (Outside of New York City) Residency Requirements

- In accordance with New York State Education Law, New York State residents who live in counties other than those of New York City must submit a Certificate of Residence to FIT in order to qualify for the resident tuition rate.

For more information and the application for the Certificate of Residence, please visit <http://www.fitnyc.edu/2935.asp> or the Administrative Office of the Bursar, 236 West 27 Street 6<sup>th</sup> Floor.

## IMPORTANT REGISTRATION INFORMATION

- If you register for classes and do not attend FIT, you will be responsible for tuition payment unless you officially withdraw from the college/course(s) before the first day of classes.
- If you have not satisfied your full financial obligations by the scheduled due date, except for certified financial aid or tuition payment plans, you may be de-registered and all your classes may be dropped.
- Once initial registration is processed, a \$25 program change fee will apply each time you adjust your schedule.
- If you use the web to change your schedule before the first day of classes, the program change fee will not be charged.
- The late registration fee is \$100 for full-time and \$50 for part time students. Late registration and program change fees may be assessed if you are de-registered and want to re-enroll.
- You are not guaranteed class availability if you need to re-register for courses.
- There will be a late payment fee of 1.5% assessed per month on all outstanding balances.
- Outstanding debts may be referred to a licensed collection agency and all collection fees may be added to the outstanding balance. If legal action becomes necessary, litigation and all court costs will be your responsibility to pay.