UNH Summer Youth Program Registration Information - 2017

Information and registration links for all programs at: https://learnforlife.unh.edu/.

REGISTRATION TIPS/REMINDERS:
- Accounts must be created with the name/DOB, etc. **of the child,** not the parent/guardian.
- If you are registering more than one child, **you must create an account for each child**, *but* **you can use the same email address for multiple child accounts.** The system will give you a warning message, but click on 'Continue' to proceed.
- Each child's account will have a separate user name and password. Please keep these for future reference.

Creating an account
An account can be created at any time, even before enrolling. **To create a student account:**
- From the learnforlife.unh.edu website, find 'Student Login' on the upper right,
- Use the 'I am a new user' option. This will bring you to a short Youth Profile to complete. You only need to answer the required questions on the profile.
- Once the account is created, the system will generate and send two emails: one with a user name and another with a password. Both of these can be changed.
- If you need to create an account for another child, log out the first child and repeat the steps above,

If your child already has a Learn for Life Account:
- Log in (Student Login) from the upper right corner of learnforlife.unh.edu.
- Use the "I have an account already" option and input user name and password.
- You can use the Forgot User Name and/or Password functions if needed.
- You do NOT need to create another account for your child if one currently exists, even from year to year.

Registering a child or children
- Browse or search our youth program offerings.
- Choose one or more programs/sessions and Add to Cart.
- If applicable, create an account.
- If applicable, complete any application/registration questions.
- Checkout and make payment.
- The checkout process allows a parent/guardian to register one child for multiple programs, but does not allow a parent to register multiple children into one program or session within one transaction (or basket).
- **If you are registering more than one child,** then complete the steps above for one child, log out of that account, and then log back in with the next child's user name/password and complete the steps above.

IMPORTANT: Completing any application/registration questions alone **DOES NOT** hold a spot in the program. Enrollment and payment must also occur in order for the registration to be completed.

Registrations are made on a first-come, first–serve basis. If a program is full, there may be a waiting list option. Be sure to register early to ensure a spot in your program(s) of choice!

Forms of Payment
- Online: We accept VISA, MasterCard, American Express, Discover (we do not accept e-checks).
- Paper checks will be accepted only in *very limited circumstances* (i.e. school or organization check).

IMPORTANT: If you choose 'Pay by Another Method' or 'Pay by Check' during the checkout process, this **DOES NOT** hold the student's spot in the program. This option requires manual staff follow up which may not occur before a program is full. **We strongly discourage choosing either of these options.** For fastest and most accurate enrollment, pay via credit card at the time of enrollment.

Payment & Refund Procedures
- UNH has new payment and refund procedures for 2017. Please review them here:
    [UNH Payment & Refund Procedures](#)

To cancel or transfer an enrollment:
- Log into your child/student account and request the drop/transfer *or*
- Call 603-862-7227; press 3

Note: Making a drop or transfer request online does not finalize the process. A staff member will need to approve the request and initiate the applicable refund, if any.

Questions?
- For Technical Questions using the registration website: 603-862-7227; press 1
- If you are unable to register or pay online: 603-862-7227; press 3