



CONTINUING EDUCATION, ECONOMIC & WORKFORCE DEVELOPMENT REGISTRATION FORM

RGPE	<input type="checkbox"/>
ASPR	<input type="checkbox"/>
XNCA	<input type="checkbox"/>
RGN	<input type="checkbox"/>

PO Box 266 Dublin, NC 28332 Telephone 910.879.5568 or 5561 Fax 910.879.5569

COURSE TITLE		<input type="checkbox"/> Day	SECTION NO	
		<input type="checkbox"/> Evening	START DATE	
SSN/BCC NO	LAST	FIRST		MI
MAILING ADDRESS				
CITY		STATE	ZIP	
HOME PHONE		CELL		COUNTY
E-MAIL ADDRESS				DATE OF BIRTH
<input type="checkbox"/> Female <input type="checkbox"/> Male		<input type="checkbox"/> White <input type="checkbox"/> Black	<input type="checkbox"/> Hispanic <input type="checkbox"/> Asian	<input type="checkbox"/> Native American <input type="checkbox"/> Other
EDUCATIONAL LEVEL _____ Non Graduate (Enter highest grade completed 0-11) <input type="checkbox"/> High School Graduate <input type="checkbox"/> HSE Diploma (High School Equivalency) <input type="checkbox"/> Adult High School Diploma <input type="checkbox"/> Vocational Diploma <input type="checkbox"/> Associate Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree or Higher		Employed <input type="checkbox"/> 1-10 hours <input type="checkbox"/> 11-20 <input type="checkbox"/> 21-39 <input type="checkbox"/> 40 or more	Unemployed <input type="checkbox"/> Seeking <input type="checkbox"/> Not Seeking <input type="checkbox"/> Retired	Tuition Fee Waived Emergency Services Agency _____ <input type="checkbox"/> Paid <input type="checkbox"/> Volunteer
TUITION REFUND POLICY Refunds are allowed under the following circumstances: <ul style="list-style-type: none"> A student who officially withdraws, in writing, from an occupational extension class prior to the first class meeting or if a class is cancelled shall be eligible for a 100% refund. After class begins, 75% shall be refunded at the request of the student if the student officially withdraws, in writing, from the class prior to or at the 10% point of the scheduled hours of the class. Note: This rule is applicable regardless of the number of times the class meets or the number of hours the class is scheduled to meet. For contact hour classes, students must withdraw, in writing, within 10 calendar days. Registration fees for self-supporting classes are non-refundable once the class begins. 				
HRD TUITION AND FEE WAIVER – VERIFICATION STATEMENT The State Board of Community Colleges grants permission to waive tuition and fees for enrollment in classes coded in the Master Course List/Combined Course Library (MCL/CCL) as Human Resource Development if the individual meets one of four criteria listed below. To receive this waiver, an individual must verify that he/she meets at least one of the criteria by completing and signing this form.				
I qualify for a tuition and fee waiver under the following criteria:				
<input type="checkbox"/> I am currently unemployed. <input type="checkbox"/> I have received notification of pending layoff. <input type="checkbox"/> I am working and eligible for the Federal Earned Income Tax Credit. <input type="checkbox"/> I am working and earn wages at or below 200% of the federal poverty guidelines.				
STUDENT SIGNATURE				DATE
<i>If your check is dishonored or returned for any reason, we will electronically debit your account for the amount of the check plus a processing fee.</i>				

Office Use Only Method of Payment

\$	Course Fees	Cash <input type="checkbox"/>	Credit Card <input type="checkbox"/>	Check: <input type="checkbox"/>
\$	Total Collected	Third Party Billing		
Person Receiving Payment				Receipt No.