

JOHNSTON COMMUNITY COLLEGE

Continuing Education Student Registration Form

Mail or deliver completed form and appropriate registration fee to:

Johnston Community College
 Continuing Education Division
 PO Box 2350, Smithfield, NC 27577 Fax # (919) 464-2350

Complete the application in full and fax to the number listed above. Please print in ink or type.

Course Title _____ Registration Fee _____

Semester _____ Location _____ Beginning Date _____

Social Security Number _____ - _____ - _____ Date of Birth _____ Sex () Male () Female Race _____

Name _____
Last First Middle

Address (Street, PO Box, Route) _____

(City, State, Zip) _____ County of Residence _____

Telephone Number (Home) _____ (Business) _____

Check Highest Grade Completed: 0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17
 or check () if passed high school equivalency

Employment Status: () Retired () Unemployed () Part Time () Full-Time

Employer _____ Occupation _____

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Please read the following policies concerning your registration."

Continuing Education Refund Policy: A student who officially withdraws from a Continuing Education course prior to the first class meeting is eligible for a 100% refund upon request to the Continuing Education Division. Upon official withdrawal from a Continuing Education Course, a student may be entitled to receive a 75% refund of the registration fee in certain circumstances. The Continuing Education refund policy applies to courses offered as Occupational Extension and Community Services. Courses offered as self-supporting are not eligible as these programs are funded by registration fees collected. In order to qualify for a refund, a student must officially withdraw and request a refund (in writing) prior to or on the 10% date of the course. Requests for refunds after the 10 % point will not be considered. Students are eligible for a 100 % refund if the class is canceled by the College.

Course Repetition Policy: A special provision of the State General assembly concerning course repetition became effective July 1, 1993. Students who take an occupational extension course more than TWICE within a FIVE-YEAR period shall pay their cost for the course at a rate based on current contact hour value. Students shall be primarily responsible for monitoring course repetitions, however, the College shall review records and charge students full cost for courses taken more than twice. Senior citizens who are legal residents of North Carolina may enroll in the same occupational extension course free of charge TWICE within a FIVE-YEAR period. Senior citizens who take an occupational extension course more than TWICE within a FIVE-YEAR period shall pay their cost for the course at a rate based on current contact hour value. Students may repeat occupational extension courses an unlimited number of times, if the repetitions are for certification, licensing, or recertification.

The above information is accurate to the best of my knowledge and I have read the Continuing Education Refund Policy and the Course Repetition Policy and understand how each applies to my registration for this course.

Student Signature _____ Date _____

Method of Payment: () Cash () Check # _____ or Money Order enclosed (payable to JCC)
 () Credit Card Indicate : _____ Master Card _____ VISA
 Account Number _____ Expiration Date _____
 Authorized Signature _____ Date _____

For JCC Office Use: Contract Number: _____ Date Received: _____
 Program Code _____ AR Code _____ Received By: _____