



Continuing Education

Mail, fax or deliver completed form and appropriate registration fee to:

Johnston Community College

Attention: Continuing Education

Telephone # (919) 209-2168

Post Office Box 2350, Smithfield, NC 27577

Fax # (919) 209-2189

Complete the registration form in full and return to the address listed above. Please print in ink or type.

Course Title _____ / Course Code: _____ / Registration Fee \$ _____

Semester _____ / Location _____ / Begin Date _____ / End Date _____

Social Security Number ____ - ____ - ____ Date of Birth _____ Sex () M () F Race _____

Name _____
Last First Middle

Address (Street, PO Box) _____

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

Email Address _____

Telephone Number (Home) _____ (Business) _____ (Cell) _____

Education Level: ___ Completed High School ___ Adult High School Diploma ___ GED Diploma ___ One Year Vocational Diploma
___ Associate Degree ___ Bachelor's Degree ___ Master's Degree ___ OR Highest Grade Completed

Employment Status: ___ Retired ___ Full-time ___ Part-time - Number of hours per week ___
___ Unemployed (not seeking) ___ Unemployed (seeking)

Employer: _____ Occupation _____
If affiliated, name of Fire, Police, or Rescue Department _____ Position/Rank _____

PLEASE READ THE FOLLOWING POLICIES CONCERNING YOUR REGISTRATION.

Continuing Education (CE): A student who officially withdraws (in writing) from a CE course prior to the first class meeting is eligible for a 100% refund upon request to the CE Division. A student may be eligible to receive a 75% refund of the registration fee if the student officially withdraws (in writing) from the course after the class begins but prior to the 10% census date. A student would not be entitled to receive a refund if he/she withdraws after the 10% census date of the course.

Courses offered as self-supporting, denoted by (SS) beside course title, (motorcycle, interior design, etc.) are not eligible for a refund as these programs are funded by registration fees collected. Students are eligible for a 100% refund if the class is canceled by the College. A student may transfer ONLY ONCE (within the same semester) to another class if he/she notifies the office a minimum of one week in advance.

Course Repetition Policy: Students who take an occupational course more than TWICE within a FIVE-YEAR period shall pay their cost of 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 and who wish to enroll in an occupational extension course will not be required to pay for taking the course twice. Senior citizens who take an occupational extension course more than TWICE within a FIVE-YEAR period shall pay their cost for the course. Students may repeat occupational extension courses an unlimited number of times if the repetitions are required for certification, licensure, or recertification.

Senior Citizens (age 65 or older), who are qualified as legal residents of North Carolina, do not pay registration fee for one occupational class per academic semester. This does not include self-supporting courses.

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 - If paying by credit card, please provide a contact number on registration form to receive a phone call to process your payment.