Cleveland Community College
CONTINUING EDUCATION REGISTRATION FORM

Continuing Education
Cleveland Community College
137 South Post Road
Shelby, NC 28152

For Office Use Only		
Amount of Fees Paid	Date Paid	Institutional Representative

1. Colleague ID

2. Name *(Print)* Last, First, Middle

3. Social Security — —

4. 1 ☐ Male 2 ☐ Female

5. Date of Birth *(Students 16-17 yrs. old must have a release form on file before starting class)*

6. Home Phone — —

7. Student's Mailing Address

8. Cell Phone — —

9. City

10. State

11. Zip

12. Business Phone — —

13. Race
☐ 1. White
☐ 2. Black
☐ 3. American Indian
☐ 4. Hispanic
☐ 5. Asian/Pacific Islander
☐ 6. Other

14. North Carolina Resident
☐ 1.....Yes
☐ 2.....No

15. County Residence

Name of State if Non-Resident

16. County Code

17. Class Attendance
☐ 1.....Day
☐ 2.....Evening

18. Employee Status
☐ F Employed Full-Time
☐ P Employed Part-Time
☐ 1 Retired
☐ 2 Unemployed *(not seeking)*
☐ 3 Unemployed *(seeking)*
IN Inmate

19. Circle Highest Grade Completed
0 1 2 3 4 5
6 7 8 9 10 11
12 13 14 15 16 17
or ☐ if High School Equivalency

20. Employer

21. Location of Instruction (Bldg)

22. Term
☐ 1. Summer ☐ 3. Spring
☐ 2. Fall
Year

23. Location of Instruction (Room)

24. Name of Course

25. Class Days *(Circle)*
M T W T F S

26. Time
_____ To _____

27. Instructor's Name

28. Today's Date

29. Student's Signature

30. Class Starts

31. Firefighter, EMS, or Law Enforcement Affiliation (Agency Name)

32. Class Ends

33. E-Mail Address

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Continuing Education Refund Policy

The College may refund registration fees under the following circumstances:

1. If a student officially withdraws from the class prior to the first class session, the student will receive 100% refund.
2. If a class is canceled due to insufficient enrollment, the student will receive 100% refund.
3. After a class begins and a student officially withdraws from the class prior to or on the 10% point of the scheduled hours, the student will receive 75% refund.

This refund is limited to the registration fee and does not include accident insurance, liability insurance, textbooks, or supplies.

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