



# Continuing Education

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

Johnston Community College

Attention: Continuing Education

Telephone # (919) 934-3051

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 \_\_\_\_\_

Last five of SS # \_\_\_\_\_ Colleague ID \_\_\_\_\_ 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, (course codes beginning with SEF and CSP) 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.

The above information is accurate to the best of my knowledge and I have read the Continuing Education Refund Policy and understand how it 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.  
( ) Sponsorship \_\_\_\_\_

\*Out-of-state checks and Woodforest National Bank checks are not accepted\*