



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