



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 AGENCY YOU ARE WITH: (no abbreviations) _____

Check AFFILIATIONS that apply:

- Paid Firefighter
- Paid Rescue/EMS
- Volunteer Firefighter
- Volunteer Rescue/EMS
- Corrections/Probation Officer
- Paid Law Enforcement
- Telecommunicator – Fire
- Telecommunicator - EMS
- Telecommunicator – Law Enforcement
- Other: _____

Johnston Community College does not discriminate in admissions, employment, or in its administration of educational programs and activities on the basis of age, race, color, sex, national origin, disability, religion, creed, military or veteran status, genetic information, or any other characteristic protected under applicable federal or state law. Inquiries should be addressed to the vice president of student services or vice president of administrative services. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator. JCC's Title IX Coordinator is Harlan E. Frye, whose office is in the Wilson Building, room 1023C. This office can be contacted by phone at (919) 209-2025 or by email at hefrye@johnstoncc.edu.

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 of the registration fee (this does not include any others fees) 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 census date. A student would not be entitled to receive a refund if he/she withdraws after the 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

No class confirmation will be mailed

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