



3000 Wayne Memorial Drive | Goldsboro, North Carolina 27534 | 919-739-6900 | waynecc.edu

CID #: \_\_\_\_\_ TERM: \_\_\_\_\_  
LOCATION: \_\_\_\_\_ DAY(S): \_\_\_\_\_ TIME: \_\_\_\_\_

**Class Title:** \_\_\_\_\_ **Class Start Date:** \_\_\_\_\_

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_ **Middle Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **County (Residence):** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Primary Phone:** (\_\_\_\_) \_\_\_\_\_ **Phone Type:** Home Business Cell Phone

**Other Phone:** (\_\_\_\_) \_\_\_\_\_ **Phone Type:** Home Business Cell Phone

**E-mail Address:** \_\_\_\_\_

**Student ID or SSN:** \_\_\_\_\_ **Birthdate (mm/dd/yyyy):** \_\_\_\_\_

<b>Sex:</b> (Check One)	<b>Ethnic/Race:</b> (Check one)		
Male	American/Alaska Native	Asian	Black or African American
Female	Hawaiian/Pacific Islander	Hispanic	White

**Employment Status:** (Check one) Retired Unemployed - Seeking  
**Employed:** 40 or more hours 21-39 hours 11-20 hours 1-10 hours

**Occupation:** \_\_\_\_\_ **Employer:** \_\_\_\_\_

**Education Level:** (Check or enter the highest grade completed)

Highest Grade Completed: _____	Completed High School	Adult High School Diploma
GED® or High School Equivalency Diploma	One-Year Vocational Degree	
Associate Degree	Bachelor's Degree	Master's Degree or Higher

**Human Resources Development (HRD) Courses ONLY - HRD Verification Statement - Tuition and Fee Waiver**

The State Board of Community Colleges grants permission to waive tuition and fees for enrollment in classes coded in the Master Course List as Human Resources Development (HRD) if the individual meets one of the four criteria listed below. To receive this waiver, an individual must verify that he or she meets at least one of the criteria by completing and signing this form. Individuals not signing this form must pay the applicable fee to register for a Workforce Continuing Education course.

**I qualify for tuition and fee waiver under the following criteria:**

Currently unemployed.	Working and eligible for the Federal Earned Income Tax Credit.
Received notification of a pending layoff.	Working and earn wages at or below 200% of the federal poverty guidelines.

*My signature verifies that all the information given by me as written on this HRD Tuition and Fee Waiver Verification information is complete and accurate to the best of my knowledge.*

**SUPPLEMENTAL STUDENT ACCIDENT INSURANCE:** As a registered student of a Workforce Continuing Education Course you may purchase Supplemental Student Accident Insurance for \$0.55 per semester.

- Yes – I would like to purchase Supplemental Student Accident Insurance.
- No – I would NOT like to purchase Supplemental Student Accident Insurance.

**- NOTE: SEE BACK OF FORM FOR REFUND POLICY -**

*My signature indicates that all information is accurate, and I have read and understand the Refund Policy.*

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

FOR OFFICE USE ONLY					
RCTP #:	Payment Processed By:	Date:	Sent to Business Office By:	Date:	
Payment Type:	Check #	MO #	Cash	Credit - CONF #:	
Course Fee: \$	Technology Fee: \$	Student ID Fee: \$	Parking Fee: \$	Insurance Fee: \$	
Exam/Cert. Fee: \$	Meal Fee: \$	Other Fee: \$	\$	<b>TOTAL: \$</b>	

# REFUND POLICY FOR WORKFORCE CONTINUING EDUCATION SERVICES COURSES

A refund policy for Workforce Continuing Education Services courses, as established by the N.C. General Assembly, allows a 75 percent refund, after the respective class begins, upon the request of the student if the student officially withdraws from the class prior to or on the 10 percent point of the scheduled hours of the class.

A 100 percent refund shall be made if the student officially withdraws prior to the first day of the course. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered is canceled due to insufficient enrollment. Under this policy, the college shall notify the student of the right to receive a refund at the time of official withdrawal. There are no refunds for self-supporting classes.

NOTE: Course refunds can take approximately four to six weeks to be processed/received.

Wayne Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Wayne Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

The Commission on Colleges may be contacted only if there is evidence that Wayne Community College is significantly non-compliant with a requirement or standard. Accreditation standards are located at [www.sacscoc.org/accrediting-standards/](http://www.sacscoc.org/accrediting-standards/).

The purpose for publishing the Commission's access and contact numbers is to enable interested constituents (1) to learn about the accreditation status of the institution, (2) to file a third-party comment at the time of the institution's decennial review, or (3) to file a complaint against the institution for alleged non-compliance with a standard or requirement.

Inquiries about Wayne Community College, such as admission requirements, financial aid, educational programs, etc. should be addressed directly to Wayne Community College and not the Commission's office.

The College's annual safety and security report is available online at [www.waynecc.edu/safetyreport/](http://www.waynecc.edu/safetyreport/) or in the Office of Campus Police and Security.

Wayne Community College is an Equal Opportunity/Affirmative Action College and accommodates the needs of individuals with disabilities. It is the intent of the College that all programs and activities be accessible to all qualified students. It is the student's responsibility to make his or her disability known as soon as the need becomes known in order to provide ample time for arrangements to be made. The student must request academic adjustments by contacting the Accessibility Counselor in the Wayne Learning Center building at 919-739-6729.

Student Right-to-Know: Information regarding the persistence rate of enrolled students toward graduation and transfer-out-rate is available in the Office of Admissions and Records. Student rights under FERPA are available at [www.studentprivacy.ed.gov/ferpa](http://www.studentprivacy.ed.gov/ferpa) or in the Office of Admissions and Records and in the Office of Counseling Services.