



# CONTINUING EDUCATION SERVICES STUDENT REGISTRATION FORM

COMMUNITY COLLEGE 3000 Wayne Memorial Drive | Goldsboro, North Carolina 27534 | 919-739-6900 | www.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): \_\_\_\_\_

Sex: (Check One)

- Male
- Female

Ethnic/Race: (Check one)

- American/Alaska Native
- Asian
- Black or African American
- 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

### 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 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 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: \_\_\_\_\_

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: \$ \_\_\_\_\_ **TOTAL: \$ \_\_\_\_\_**

## REFUND POLICY FOR CONTINUING EDUCATION SERVICES COURSES

The refund policy for 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 class of the academic semester or term as noted in the college calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered is cancelled due to the insufficient enrollment.

There are no refunds for self-supporting classes. Under this policy, the college shall notify the student of the right to receive a refund at the time of official withdrawal.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our Web site at, <http://www.waynecc.edu/gainful-employment/>.

Wayne Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, 404-679-4500, <http://www.sacscoc.org>, for questions about the accreditation of Wayne Community College.

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: <http://www.sacscoc.org/principles.asp>

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/campus-police-and-security/](http://www.waynecc.edu/campus-police-and-security/) 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 Disability Services Counselor in the Wayne Learning Center building, 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 <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html> or in the Office of Admissions and Records and in the Office of Counseling Services.