



# Continuing Education and Workforce Development Student Application/Registration Form

## Caldwell Community College and Technical Institute

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

Address: \_\_\_\_\_  
*Number, Street, Route, Box Number*

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (W) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (C) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ or College ID: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Gender:  Male  Female

Do you consider yourself Hispanic/Latino?  Yes  No

- Select one or more of the following categories:
- American/Alaska Native (AN)  Asian (AS)
  - Black or African American (BL)  White (WH)
  - Hawaiian/Pacific Islander (HP)

Accommodations are available for qualified students with disabilities. For further information, call 828-726-2716 (Caldwell), or 828-297-3811 (Watauga).

- Status:
- E1 Employed 1-10 hrs  Under 16
  - E2 Employed 11-20 hrs  Senior Citizen
  - E3 Employed 21-39 hrs  Dislocated worker
  - E4 Employed 40 hrs or more  WIA
  - R Retired  TRA
  - UN Unemployed (not seeking)  TAA
  - US Unemployed (seeking)

- Highest Education Level Completed:
- 1  2  3  4  5  6  7  8  9  10  11
  - 12 High School Graduate  13 Adult High School Diploma/GED
  - 14 Vocational Diploma  15 Associate Degree
  - 16 Bachelor's Degree  17 Master's Degree or Higher

Email address: \_\_\_\_\_

Refer to class schedule to complete below:

| Course | Section | Course Title | Dates/Times | Cost |
|--------|---------|--------------|-------------|------|
|        |         |              |             |      |
|        |         |              |             |      |
|        |         |              |             |      |
|        |         |              |             |      |

If you are under 18 years of age, a minor permission form must be on file at the college.

Name of High School: \_\_\_\_\_ Date last attended: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
County: \_\_\_\_\_ Month Day Year

Method of Payment:  Cash  Check  Check # \_\_\_\_\_ (Please make check payable to CCC&TI)

\*Do not fax credit card information. Credit card information accepted only online or in person.

\*Credit Card:  Visa  MasterCard

**Mail payment and registration form to:**

CCC&TI, Continuing Education and Workforce Development, 2855 Hickory Boulevard, Hudson NC 28638  
CCC&TI, Watauga Continuing Education, P.O. Box 3318, Boone NC 28607

\*Fax registration form and purchase order or billing authorization letter to:

Caldwell fax: 828.726.2472 Watauga fax: 828.297.4174

Mailed or faxed registrations do not guarantee a seat in a course. Please confirm your registration by phone.

Is your tuition being paid by an agency or organization?  Yes  No Are your fees exempt?  Yes  No

If yes, what organization/agency/fire department/rescue squad? \_\_\_\_\_

*(Written authorization for billing from the organization must accompany registration form)*

By signing this form, I acknowledge that I have been informed of my right to purchase accident insurance through CCC&TI or I may waive the right to purchase. Without insurance, I assume responsibility for all medical costs incurred by me while I am a student at this institution.

**For Fire, Rescue, and EMS:** By signing this form, I give permission for CCC&TI and the North Carolina Department of Community Colleges to release my certification to the NC Fire and Rescue Commission of the NC Department of Insurance.

**Licensure**

Authorization granted to CCC&TI to provide instruction within another state does not imply or provide guarantees of any kind that an individual will be granted professional licensure by another state as a result of completing coursework at CCC&TI or receiving professional licensure in North Carolina. It is the sole responsibility of the individual/student to determine whether another college or license-awarding agency in another state will accept CCC&TI coursework and/or award licensure through a reciprocity agreement with the State of North Carolina.

**Tuition and Fee Waiver – Verification Statement**

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 if the individual meets one of four criteria listed below. To receive this waiver, an individual must verify that he or she meets at least one of the criteria listed below. Individuals not selecting one of the four criteria below must pay the applicable fee to register for a Continuing Education course.

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

- 1=I am currently unemployed
- 2=I have received notification of a pending layoff
- 3=I am working and eligible for the Federal Earned Income Tax Credit
- 4=I am working and earn wages at or below two hundred percent (200%) of the federal poverty guidelines.

I hereby verify that all the information given by me as written on this Tuition and Fee Waiver Statement is complete and accurate to the best of my knowledge.

REQUIRED STUDENT SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor / Director / College Official initials: \_\_\_\_\_ Date: \_\_\_\_\_

**CORPORATE & CONTINUING EDUCATION REFUND POLICY**

All occupational and community services classes receive a FULL refund (registration fees only) if the student officially withdraws from the course prior to the first class meeting. A 75% refund of registration fees only will be given if the student officially withdraws from the course on or prior to the 10% point of the course. There is NO refund for self-support courses. Please allow six weeks for processing of refunds.