

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

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)

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

*Do not fax credit card information. Please call 828.726.2242 (Caldwell) or 828.263.5370 (Watauga) with credit card information.

*Credit Card: Visa MasterCard Account Number: _____ Exp. Date: _____ / _____
MM YY

Cardholder Name (as it appears on Credit Card): _____

Cardholder Signature: _____

Mail payment and registration form to:

CCC&TI, Corporate & Continuing Education, 2855 Hickory Boulevard, Hudson NC 28638
CCC&TI, Watauga Continuing Education Center, 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: 828.268.2356

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

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.

REQUIRED STUDENT SIGNATURE: _____ Date: _____

Advisor / Director / College Official initials: _____ Date: _____

GENERAL INFORMATION

Registration fees may vary for courses in Corporate and Continuing Education and are subject to change pending legislative and state board action. Students who take an **occupational extension course** more than twice within a five-year period (unless required for certification, recertification or licensure) are required to pay full cost of the course. These courses are fee exempt for those individuals 65 years or older. **Personal enrichment courses** may be repeated but are **not** fee exempt.

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.

ADMISSION

Admission to courses in the CCE department is open to individuals 18 years of age or older. Individuals less than 18 years old who are high school graduates or whose high school class has graduated may enroll also. High school students between the ages of 16-18, may be admitted under the procedures outlined in the college catalog. The college reserves the right to cancel courses due to low enrollment. Should you have further questions, please contact Corporate & Continuing Education at 828.726.2242 (Caldwell) or 828.263.5370 (Watauga).