PITTCC Continuing Education

Pitt Community College
CONTINUING EDUCATION REGISTRATION FORM

Please Print: _First Name_ _____ _Middle Name_ _____ _Last Name_ _____

Date of Birth _____ _E-mail Address_ _____

CHANGE OF ADDRESS:

Address _____ _City_ _____ _State_ _____ _Zip Code_ _____ _County_ _____

Cell Phone Number _____ _Home Phone Number_ _____ _Work Phone Number_ _____

Course ID: _____ **Title of Course:** _____

Begin Date: _____ **End Date:** _____

FOR STAFF USE ONLY

Class Type: ☐ **Self-Supporting** ☐ **Occupational Extension** ☐ **CTP**

SELF-SUPPORTING REFUND POLICY

The College shall provide a one hundred percent (100%) refund to the student for both tuition and fees if the student officially withdraws or is officially withdrawn by the College prior to the first day of class. The College shall provide a one hundred percent (100%) refund to the student for both tuition and fees if the college cancels the class. No refunds for tuition and fees will be given if the student officially withdraws on the first day of class or thereafter.

OCCUPATIONAL EXTENSION (OE) REFUND POLICY

Refunds are automatically processed by the Cashier's Office for all classes canceled by Pitt Community College. Refunds for dropped classes must be requested in person or by email using the CE Registration Drop/Refund Request Form. Requests must be made by the 10% point for a 75% tuition refund and before class starts for 100% refund.

*In general, the Family Educational Rights and Privacy Act of 1974 prohibits the access and release of student educational records without written consent. By signing this form, the student allows Pitt Community College to release academic records/transcripts, along with conduct records, to current and future employers. Programs at PCC that prepare students for professional licensure(s)/certification(s) are designed to prepare a student to apply for applicable licensure/certification in North Carolina. In order to ensure whether the program meets requirements for professional license(s)/certification(s) outside North Carolina, PCC recommends the student contact the program Director/Dean/Coordinator prior to enrolling in the program.

To reach the Suicide and Crisis Lifeline, call 988 or text HOME to 741741
To reach the NC Peer Warm-line, call 855-733-7762

Student Signature _____ ***Date***

Updated: 08/18/2026

PITTCC Continuing Education

Pitt Community College
CONTINUING EDUCATION REGISTRATION FORM

Please Print: _First Name_ _____ _Middle Name_ _____ _Last Name_ _____

Date of Birth _____ _E-mail Address_ _____

CHANGE OF ADDRESS:

Address _____ _City_ _____ _State_ _____ _Zip Code_ _____ _County_ _____

Cell Phone Number _____ _Home Phone Number_ _____ _Work Phone Number_ _____

Course ID: _____ **Title of Course:** _____

Begin Date: _____ **End Date:** _____

FOR STAFF USE ONLY

Class Type: ☐ ***Self-Supporting*** ☐ ***Occupational Extension*** ☐ ***CTP***

SELF-SUPPORTING REFUND POLICY

The College shall provide a one hundred percent (100%) refund to the student for both tuition and fees if the student officially withdraws or is officially withdrawn by the College prior to the first day of class. The College shall provide a one hundred percent (100%) refund to the student for both tuition and fees if the college cancels the class. No refunds for tuition and fees will be given if the student officially withdraws on the first day of class or thereafter.

OCCUPATIONAL EXTENSION (OE) REFUND POLICY

Refunds are automatically processed by the Cashier's Office for all classes canceled by Pitt Community College. Refunds for dropped classes must be requested in person or by email using the CE Registration Drop/Refund Request Form. Requests must be made by the 10% point for a 75% tuition refund and before class starts for 100% refund.

*In general, the Family Educational Rights and Privacy Act of 1974 prohibits the access and release of student educational records without written consent. By signing this form, the student allows Pitt Community College to release academic records/transcripts, along with conduct records, to current and future employers. Programs at PCC that prepare students for professional licensure(s)/certification(s) are designed to prepare a student to apply for applicable licensure/certification in North Carolina. In order to ensure whether the program meets requirements for professional license(s)/certification(s) outside North Carolina, PCC recommends the student contact the program Director/Dean/Coordinator prior to enrolling in the program.

To reach the Suicide and Crisis Lifeline, call 988 or text HOME to 741741
To reach the NC Peer Warm-line, call 855-733-7762

Student Signature _____ ***Date***

Updated: 11/14/2025