



Pitt Community College  
Continuing Education & Workforce Development  
**REGISTRATION FORM**

Please Print: Last Name First Name Middle Name Former/Maiden Name

Social Security Number E-mail Address Colleague ID Number

**CHANGE OF ADDRESS:**

Address City State Zip Code County

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**

There are **NO REFUNDS OR TRANSFERS** for Self-Supporting courses unless they are canceled by Pitt Community College. For canceled classes, refunds are automatically processed by the Cashier's Office.

**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 by the 10% point for 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 licensure(s)/certification(s) outside North Carolina, PCC recommends the student contact the program Director/Dean/Coordinator prior to enrolling in the program.*

Student Signature

Instructor Signature (if applicable)



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