



Pitt Community College
Continuing Education & Workforce Development Division
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 Economic & Community Development. 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 Continuing Education & Workforce Development. 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.*

Student Signature
Instructor Signature (if applicable)



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