

## Two convenient ways to register for Continuing Education Classes:

1. Register in person by coming to the Continuing Education Office at Cleveland Community College Monday – Thursday from 8 AM – 8 PM or Friday from 8 AM – 3 PM (excluding holidays and semester breaks) at least one week prior to the beginning date of the class. Class size may be limited. First come, first serve. Call 704-484-4015 for more information.

2. Fill out the registration form (below) and mail it with the class registration fee at least one week prior to the beginning date of the class to:

**Karen Patterson  
Cleveland Community College  
137 S. Post Road  
Shelby, NC 28152**

<b>Cleveland Community College</b> <b>CONTINUING EDUCATION REGISTRATION FORM</b>		For Office Use Only			
		Amount of Fees Paid	Date Paid	Institutional Representative	
1. Social Security Number	2. Name (Print) Last, First, Middle		3. 1 <input type="checkbox"/> Male 2 <input type="checkbox"/> Female	4. Date of Birth	
5. Student's Mailing Address	6. City	7. State	8. Zip	9. Home Phone	10. Business Phone
11. Race <input type="checkbox"/> 1. White <input type="checkbox"/> 2. Black <input type="checkbox"/> 3. American Indian <input type="checkbox"/> 4. Hispanic <input type="checkbox"/> 5. Asian / Pacific Islander	12. North Carolina Resident <input type="checkbox"/> 1. Yes <input type="checkbox"/> 2. No	13. County Residence  Name of State if Non-Resident	14. County Code	15. Attendance <input type="checkbox"/> 1. Day <input type="checkbox"/> 2. Evening	16. Employee Status <input type="checkbox"/> F Employed Full-Time <input type="checkbox"/> P Employed Part-Time <input type="checkbox"/> 1 Retired <input type="checkbox"/> 2 Unemployed (not seeking) <input type="checkbox"/> 3 Unemployed (seeking) IN Inmate
17. Circle Highest Grade Completed 0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 or <input type="checkbox"/> if High School Equivalency	18. Employer		19. Term <input type="checkbox"/> 1. Summer <input type="checkbox"/> 3. Spring <input style="width: 50px; height: 20px;" type="text"/> <input type="checkbox"/> 2. Fall		20. Location of Instruction
21. Name of Course	22. Class Days (Circle) M    T    W    T    F    S		23. Time _____ To _____		
24. Instructor's Name			25. Today's Date		
26. Student's Signature			27. Class Starts		
28. Firefighter, EMS, or Law Enforcement Affiliation			28. Class Ends		

### Continuing Education Refund Policy

The College may refund registration fees under the following circumstances:

1. If a student officially withdraws from the class prior to the first class session, the student will receive 100% refund.
2. If a class is canceled due to insufficient enrollment, the student will receive 100% refund.
3. After a class begins and a student officially withdraws from the class prior to or on the 10% point of the scheduled hours, the student will receive 75% refund.

This refund is limited to the registration fee and does not include all accident insurance, liability insurance, textbooks, or supplies.