



COASTAL CAROLINA COMMUNITY COLLEGE
Division of Continuing Education
444 Western Boulevard
Jacksonville, NC 28546
(910) 938-6294

PLEASE NOTE

Paid seats in class will be held for 30 minutes after the start of the first class. The instructor should direct all students that are more than 30 minutes late for class to the Continuing Education Building Office to reschedule.

Stand-by students must be present at the start of the first class. Situations will arise where a stand-by student will not be able to attend the class because the scheduled student arrived within the 30 minute guideline. Priority of selection for stand-by students will be: 1) students that have already scheduled and paid for a section of the class scheduled to start at a later date; 2) students with a scheduled training date closest to the present date; 3) unpaid/unscheduled students based on their arrival time in class.

Please initial here that you have read and understand the above information. _____
Initials Date

REFUND POLICY

A refund shall not be made except under the following circumstances:

- (1) A student who officially withdraws (in writing) from an extension class(es) prior to the first class meeting shall be eligible for a 100 percent refund of tuition. Also, a student is eligible for a 100 percent refund of tuition if an applicable class fails to "make" due to insufficient enrollment.
 - (2) After the respective class begins, a 75 percent refund of tuition shall be made upon the request of the student if the student officially withdraws (in writing) from the class prior to or on the 10 percent point of the scheduled hours of the class. Note: This Rule is applicable regardless of the number of times the class meets or the number of hours the class is scheduled to meet.
 - (3) A 100 percent refund of tuition shall be made if the student officially withdraws (in writing) from a contact hour class prior to the first day of class of the academic semester or term or if the college cancels the class. A 75 percent refund of tuition shall be made if the student officially withdraws from a contact hour class on or before the tenth calendar day of the class.
 - (4) For applicable classes, the liability insurance fee is non-refundable once the class has started whether the student attended the first day of class or not. The student accident insurance fee of \$0.25 (twenty five cents) is non-refundable.
- Requests for refunds will be processed by the Accounting Office as rapidly as possible but due to circumstances, the process could take up to 3-4 weeks.*

Please initial here that you have read and understand the Refund Policy. _____
Initials Date

ACKNOWLEDGEMENT OF LIABILITY INSURANCE

Liability Insurance: \$16.00

Required for:

Intraoral Radiography Nurse Aide Classes Phlebotomy Classes Paramedic Classes Massage Therapy

Liability Insurance is optional for all other classes. Insurance fee is not refundable once the class has started whether the student attended the first day of class or not.

- I have health/liability insurance coverage and do not desire to purchase student liability insurance.
- I desire to purchase the student liability insurance available from the College.

Student Signature: _____ **Date:** _____

Office Use Only

