

# Continuing Education Refund Policy

The State Board of Community Colleges Code specifies the conditions for registration fee refunds for occupational extension classes:

1. A full refund will be made if the college cancels a class.
2. A student who officially withdraws from a continuing education membership hour class prior to the first class meeting shall be eligible for a 100 percent refund.
3. After the respective class begins, a 75 percent refund shall be made upon the request of the student if the student officially withdraws 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.)
4. A 100 percent refund shall be made if the student officially withdraws from a contact hour class prior to the first day of class or if the college cancels the class. A 75 percent refund shall be made if the student officially withdraws from a contact hour class on or before the 10% date of the class.
5. Refunds of registration fees for community service, self-supporting classes and activities will be granted only in the case of paid pre-registration, if requested in writing to the Dean of Student Learning and Innovation prior to the first session of the class or activity.
6. If a student who paid the required registration fee for a semester or term dies during that semester or term, all registration fees for that semester or term may be refunded to the estate of the deceased.
7. A full refund of registration fees will be granted to military reserve and National Guard personnel called to active duty or active personnel who have received temporary or permanent reassignments outside the state of North Carolina. In addition, the college will buy back textbooks through the college's bookstore to the extent possible.
8. Request for refunds must be made in writing to the appropriate dean.