

Continuing Education Course Drop/Withdrawal/Refund Request Form

Completed forms must be submitted to the program coordinator, administrative assistant, or instructor of the course before the census date to receive a refund.

Incomplete forms will not be accepted.

Student Information

Name		Telephone	
ID Number		Email	
Date of Birth		Last 4 SS#	XXX-XX-_____

Course Information

Course No.	Course Title	Instructor Name	Course Start Date	Requested Action (Drop or Withdraw)

Refund Policy

- **100% Refund** – GTCC staff receives request to drop the course before the first-class meeting begins.
- **75% Refund of tuition only** – GTCC staff receives request to drop the course after the first class meeting begins, but before or on the census date.
- **No Refund** – GTCC staff receives request to withdrawal after the census date.

Refunds

If your refund request is approved your refund will be applied to the card of payment, if paid by card. If paid by cash or check, you will receive your refund via a check mailed to the address you have on record with the College. Please provide your address below to ensure your college profile is correct.

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Attestation

By signing below, I attest that I am voluntarily requesting to drop or withdraw from the course(s) listed above. I understand that my eligibility for a refund of registration fees paid is determined in accordance with College and North Carolina State Board of Community College guidelines and procedures.

Student Signature _____

Date _____

FOR GTCC STAFF USE ONLY
Request Received By (Printed Name):
Request Received By (Signature):
Date Request Received:

Request Approved	Request Denied
<input type="checkbox"/> Student Dropped with "X" Grade <input type="checkbox"/> 100% Refund Total Refund Amount: \$ _____ <input type="checkbox"/> 75% Refund Total Refund Amount: \$ _____ <input type="checkbox"/> Student Withdrawn with "W" Grade	<input type="checkbox"/> Past Deadline <input type="checkbox"/> Refund Ineligible <input type="checkbox"/> Exception Requested <i>(must be approved by area Vice President.)</i>
	<input type="checkbox"/> Approved Exception: <input type="checkbox"/> Refund Amount: \$ _____ <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> _____ _____ </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <i>Signature: Vice President</i> <i>Date</i> </div>

FOR WCE REGISTRATION STAFF USE ONLY
Processed by:
Date: