

Durham Technical Community College
Continuing Education Course Withdrawal/Request for Refund
Fax 919-686-3370

To be completed only by Student (except for cancellations)

INSTRUCTIONS: Print clearly all of the information required to complete the form. Sign, date, and return the completed form to an official College representative.

Name _____ Course Number _____

Social Security No. _____ Course Title _____

Daytime Telephone Number _____ Courses Beginning Date _____

Mail refund to: (Check One) _____ Above or _____ (Employer) _____

Mailing Address: Street or P.O. Box _____

City _____ State _____ Zip _____

Reason for withdrawal _____

I certify by signature my withdrawal from the above listed course and request a refund of registration fees paid as permitted by state regulations.

Student Signature Date of Request

Accepting Staff Signature Date

DO NOT WRITE BELOW THIS LINE – For Office Use Only

Contract Number _____ **Amount \$** _____

_____ Student has been deleted from the class _____ Entered by _____ Date _____

_____ Copy of Student's registration form has been attached

_____ Refund due to course cancellation (Student does not need to be deleted.)

_____ Refund denied; submitted after application deadline

Director
Scheduling & Student Records Management

Associate Dean
Admissions, Registration & Financial Aid

Business Office:	Account Codes	Amounts
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Amount _____

Refund Policy: If a class is cancelled, a complete refund will be made automatically within 4 to 6 weeks. (1) A 100 percent refund of registration fees may be made upon the request of the student if the student officially withdraws from a class prior to the first class meeting. If a course is cancelled by the college, the registration fee for that course will be automatically refunded in full. (2) A 75 percent refund may be made upon request of the student if the student officially withdraws and requests a refund prior to the 10 percent point in the class. For classes with 10 or fewer class meetings, refund requests must be submitted to the college no later than the first class meeting. No partial refunds will be given for courses with one class meeting. (3) Student fees, including administrative, laboratory, computer use, or insurance fees cannot be refunded unless the college cancels the class for which the fee is collected. Fees for specific instructional materials collected at registration will be refunded unless the student receives the materials.

Note: THERE ARE NO REFUNDS FOR SELF-SUPPORT CLASSES, EXCEPT FOR CANCELLATIONS.