



Continuing Education/Noncredit Course Audit Request Form

Student Name (First, Middle, Last): _____

Student ID#: _____

Course #: _____ Section #: _____

Course Name: _____

First Class Meeting Date: _____

Registration procedures and fees for audited courses are the same as those for regular continuing education/noncredit enrollment. Exception: senior citizens* may audit courses (with the exception of self-supporting courses) without payment of any required registration fees. Senior citizens shall pay any applicable local fees to audit a course section consistent with Durham Tech's local fee policies. **Individuals must be at least sixty-five (65) years of age as of the first day of the applicable course section to qualify for the fee exemption, and must provide proof of age through a driver's license, North Carolina identification card, or other government-issued document.*

Continuing Education/noncredit courses may not be audited without permission from the Vice President, Corporate Education, Continuing Education, and Public Safety Services.

I hereby request audit status for the above named course. I understand and agree to the following:

- *I must adhere to the College's policies and procedures and the instructor's classroom policies.*
- *I may request an audit only during the designated time period.*
- *It is my responsibility to obtain the appropriate signature and submit this form to the appropriate office within the designated time period.*

Student Signature: _____ Date: _____

APPROVAL

Vice President, Corporate Education, Continuing Education, and Public Safety Services

Printed Name: _____

Signature: _____ Date: _____

Receipt of this form by Corporate and Continuing Education by the deadline and with all necessary signatures constitutes official confirmation of enrollment as an audit student.

Upon approval, the Vice President, Corporate Education, Continuing Education, and Public Safety Services must submit this form to the Business Office for processing to ensure the audit student is not billed for the course.

<p>Business Office Use Only Do not write in the space below.</p>
<p>Received by: _____</p>
<p>Date Received: _____</p>