



# BRUNSWICK COMMUNITY COLLEGE

## CONTINUING EDUCATION REGISTRATION CHANGE FORM

NAME (Last, First, Middle):	SOCIAL SECURITY #
MAILING ADDRESS	TELEPHONE
CITY, STATE, ZIP	
STUDENT SIGNATURE	DATE

### DROP

INSTRUCTOR NAME:	CONTRACT #:
COURSE TITLE:	DAYS/TIME:
REFUND AMOUNT:	REVENUE CODE:
APPROVED:	AUTHORIZED:

### ADD

INSTRUCTOR NAME:	CONTRACT #:
TITLE:	DAYS/TIME:
APPROVED:	

### REGISTRATION FEE REFUND POLICY

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

1. A student who officially withdraws from an occupational class prior to the first class meeting will be eligible for a 100% refund. Also, a student is eligible for a 100% refund if an applicable class fails to "make" due to insufficient enrollment.
2. A 75% refund shall be made upon the request of the student if the student officially withdraws from the class prior to or on the 10% 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. For contact hour classes, 10 calendar days from the first day of class is the determination for a 75% refund.
4. For a class which the college collects receipts which are not required to be deposited into the State Treasury account, the college shall adopt appropriate local refund policies.
5. When a student, having paid the required registration fee for a semester, dies during that semester (prior to or on the last day of examinations of the college the student was attending), all registration fees for that semester may be refunded to the estate of the deceased.

COMMENTS: \_\_\_\_\_  
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