



# Summer Camps Registration Form

Colleague ID (Returning students only)		Last Name		MI	First Name	
Last 4 Digits of Social Security Number		Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth			Home Phone
Mailing Address					Cell Phone	
City			State	Zip	Business Phone	
E-Mail Address			County			
Race <input type="checkbox"/> White Black <input type="checkbox"/> American Indian <input type="checkbox"/> Hispanic Asian/Pacific <input type="checkbox"/> Islander		How did you learn about this class? <input type="checkbox"/> Mailer <input type="checkbox"/> Social Media <input type="checkbox"/> Website <input type="checkbox"/> Friend <input type="checkbox"/> Newspaper <input type="checkbox"/> Other _____		Circle Highest Grade Completed ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫ ⑬ ⑭ ⑮ ⑯ ⑰ or <input type="checkbox"/> for High School Equivalency		
Location of Instruction (Building, Room)					Term <input type="checkbox"/> Summer      Year: _____	
Name of Course			Class Days (Circle) M T W T F S		Time _____ to _____	
Instructor's Name			Class Start Date		Class End Date	
Student's Signature			Date			

### Registration/Payment Information

Email, fax or mail registration form to:

**Continuing Education**  
**Cleveland Community College**  
 137 South Post Road  
 Shelby, NC 28152  
 coned@clevelandcc.edu  
 Fax: 704-669-4205  
 Call 704-669-4015 to make payment for course(s).

Registration and payment must be received to ensure a spot in the class. Space is limited and students are registered on a first come, first served basis. Office hours are Monday – Thursday from 8 AM – 6 PM and Friday from 8 AM – 4 PM, excluding holidays and semester breaks.

### Continuing Education Refund Policy

The College may refund registration fees under the following circumstances:

1. If a student officially withdraws from the class prior to the first class session, the student will receive a 100% refund.
2. If a class is canceled due to insufficient enrollment, the student will receive a 100% refund.
3. After a class begins and a student officially withdraws from the class prior to or on the 10% point of the scheduled hours, the student will receive a 75% refund.

This refund is limited to the registration fee and does not include accident insurance, liability insurance, textbooks or supplies.

### OFFICE USE ONLY

Amount of Fees Paid	Date Paid	Institutional Representative
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# Summer Camps Policies and Information

## Parent Information

Name \_\_\_\_\_ E-mail Address \_\_\_\_\_  
Cell Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

## Emergency Medical Information

Physician \_\_\_\_\_ Phone Number \_\_\_\_\_  
Dentist \_\_\_\_\_ Phone Number \_\_\_\_\_  
In case of emergency, contact \_\_\_\_\_ Phone Number \_\_\_\_\_

Please describe any medical or behavioral conditions, allergies, medication, or special needs of your child that staff and faculty should be aware of.

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## Safety

We are concerned about the safety of your child, but instructors cannot be responsible outside class time. Parents are responsible for the child's transportation to and from the classes. Students are expected to arrive at the classroom no earlier than 10 minutes before the class start time and parents should walk their child from the parking lot to the classroom. Students should be picked up promptly at the ending time of the class and parents should come to their child's classroom to pick up their child. Parents should never drop their child off in the parking lot or ask their child to meet them in the parking lot after class.

## Bring to Class

Students are welcome to bring a snack and drink for their breaks, but no refrigeration is available. Please leave all personal toys and electronic items at home unless instructed to bring them by the instructor. CCC is not responsible for any personal belongings brought to class. Students will not be allowed to use cell phones during class unless there is an emergency.

## Discipline Policy

All students must abide by the Policies and Procedures of CCC. The instructor reserves the right to dismiss a student from class if the student demonstrates a behavioral or attendance problem. If a student is dismissed from the class by the instructor, there will be no refund or transfer of tuition.

## Changes, Canceled Classes, and Refunds

The College reserves the right to change the schedule of the classes and instructors when necessary. The College also reserves the right to cancel any class before the first session due to low enrollment. If a class is canceled, students will be notified and will receive a 100% refund.

## Parent Permission

I give permission for my child to enroll in CCC Summer Camps. I have read the Summer Camps Policies above and agree to them. I give permission for CCC to use photographs and/or videotapes of my child for marketing or promotional purposes of Summer Camps. In the event that my child should require emergency medical treatment and reasonable attempts to contact me have been unsuccessful, I give my consent to admission for emergency medical treatment deemed necessary by the licensed physicians or dentists at a nearby hospital. I verify that my child has medical insurance.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_