

Registration for Continuing Education Classes and Small Business Center Seminars

Fill out the registration form (below) and mail it with the class registration fee at least one week prior to the beginning date of the class. Payment must be included to complete registration. Call 704-484-4015 or visit clevelandcommunitycollege.edu and click on Continuing Education for information and payment options.

For Small Business Center registration mail to:
Bee Strain
Small Business Center
137 S. Post Road
Shelby, NC 28152

For Continuing Education registration mail to:
Karen Patterson
Cleveland Community College
137 S. Post Road
Shelby, NC 28152



Cleveland Community College CONTINUING EDUCATION/SMALL BUSINESS CENTER REGISTRATION FORM				For Office Use Only			
				Amount of Fees Paid	Date Paid	Institutional Representative	
1. Social Security Number		2. Name (Print) Last, First, Middle		3. Sex 1 <input type="checkbox"/> Male 2 <input type="checkbox"/> Female		4. Date of Birth	
5. Student's Mailing Address		6. City	7. State	8. Zip	9. Home Phone		10. Business Phone
11. Race <input type="checkbox"/> 1. White <input type="checkbox"/> 2. Black <input type="checkbox"/> 3. American Indian <input type="checkbox"/> 4. Hispanic <input type="checkbox"/> 5. Asian / Pacific Islander		12. North Carolina Resident <input type="checkbox"/> 1. Yes <input type="checkbox"/> 2. No	13. County Residence Name of State if Non-Resident	14. County Code	15. Attendance <input type="checkbox"/> 1. Day <input type="checkbox"/> 2. Evening		16. Employee Status <input type="checkbox"/> F Employed Full-Time <input type="checkbox"/> P Employed Part-Time <input type="checkbox"/> 1 Retired <input type="checkbox"/> 2 Unemployed (not seeking) <input type="checkbox"/> 3 Unemployed (seeking) IN Inmate
17. Circle Highest Grade Completed 0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 or <input type="checkbox"/> if High School Equivalency		18. Employer		19. Term <input type="checkbox"/> 1. Summer <input type="checkbox"/> 3. Spring <input style="width: 50px; height: 20px;" type="text"/> <input type="checkbox"/> 2. Fall		20. Location of Instruction	
21. Name of Course/Seminar			22. Class Days (Circle) M T W T F S		23. Time _____ To _____		
24. Instructor's Name				25. Today's Date			
26. Student's Signature				27. Class Starts			
28. Firefighter, EMS, or Law Enforcement Affiliation				28. Class Ends			

Continuing Education/Small Business Center 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 100% refund.
2. If a class is canceled due to insufficient enrollment, the student will receive 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 75% refund.

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