



Asheville-Buncombe Technical Community College Continuing Education

A-B Tech Enka Campus, 1459 Sand Hill Rd., Candler, NC, 28715
www.abtech.edu/ce | Call 828-254-1921, Ext. 5803 | Fax 828-281-9842

For Office Use Only	
Received By	_____
Date	_____
Cash	_____
Check #	_____
Money Order	_____

Name: _____
Last First Middle/Maiden

Address: _____
Street/P.O. Box City State Zip County

Home Phone: _____ **Work Phone:** _____ **Ext.** _____ **Cell Phone:** _____

E-mail: _____ **Date of Birth:** _____ **65 years of age or older?** Yes No

Gender: M F **Ethnicity:** Caucasian African-American Native American Hispanic Asian Other

Employment: 1-10 Hrs/Wk (E1) 11-20 Hrs/Wk (E2) 21-39 Hrs/Wk(E3) 40 Hrs/Wk or more (E4)
 Retired (R) Unemployed/Not Seeking (UN) Unemployed/Seeking (US)

Highest Education Level: 1 2 3 4 5 6 7 8 9 10 11 12 GED Adult High School (13) Post HS/Vocational Diploma (14)
Associate Degree (15) Bachelor's Degree (16) Master's Degree or Higher (17)

Students must be at least 18 years of age. Consideration may be given to 16- and 17-year-olds. See Student Eligibility policy on previous page.

Course #	Course Title	Dates	Day(s)	Time	Location	Cost

Refund Policy: As established by the NC State Board of Community Colleges, a refund shall be made under the following circumstances:
1) A student who officially withdraws prior to the first class meeting shall be eligible for a 100 percent refund; 2) A student is eligible for a 100 percent refund if an applicable class is canceled due to insufficient enrollment; 3) A 75 percent refund shall be made upon the request of the student if the student officially withdraws from the class prior to or on the 10 percent point of the scheduled hours of the class; 4) No refund will be made after the 10 percent point of the class; 5) The insurance fee is refundable only if a class is canceled or the student drops before the class begins. 6) There will be a minimum of three to four weeks to process refunds.

Signature _____ **Date** _____

Sponsoring Organization Information <i>If your tuition is being paid by an agency/organization, authorization to bill on company letterhead/purchase order must be attached.</i>
Company Name: _____
Mailing Address: _____ _____

Payment Type: Check (payable to A-B Tech) Money Order Visa Mastercard American Express

Card #: [][][][] [][][][] [][][][] [][][][] **Expiration Date:** _____

Name on card: _____

Social Security #: [][][] - [][] - [][][][][]

A-B Tech collects the social security number for the purpose of reporting to state and federal agencies.