

Mitchell Community College Cancellation and Refund Policy

This policy applies to all classes. Withdrawal from any class must be in writing on the appropriate Mitchell Community College form.

- The College reserves the right to cancel a class due to lack of enrollment. In this case, pre-registered/prepaid students will be issued a full refund.
- Pre-registered/prepaid student who withdraw from a course prior to its beginning will be issued a full refund.
- Participants who withdraw from a course prior to the 10% point will be issued a 75% refund.
- Participants who withdraw from a course after 10% point are ineligible for a refund.

Send completed form to:
Registration Desk
Continuing Education Center
701 West Front Street Statesville, NC 28677
Fax: (704) 878-4271

If faxed, please call (704) 878-3290 to confirm receipt.
Please keep a copy of the completed form for your records.



Continuing Education Division Drop/Transfer Form

Complete and submit to the Office for Continuing Education.

Today's Date _____ Phone # _____ Check Status Drop Transfer

Student _____ Social Security # _____

Mailing Address _____

Student Signature _____

Check One Fall Spring Summer Year _____

DROP Title _____

Mitchell CIS # _____ Start Date _____ A/R Code _____

TRANSFER TO Title _____

Mitchell CIS # _____ Start Date _____ A/R Code _____

Mitchell Authorization _____

If eligible, the refund/transfer process will begin upon receipt of this signed form from the student.

Office Use Only	
Charges Due _____	
<input type="checkbox"/> 100% Refund Due	
<input type="checkbox"/> 75% Refund Due	
<input type="checkbox"/> No Refund	
10% Date _____	
Last Date Attended _____	
Receipt # _____	
Refund Amount \$ _____	
Received by _____	
Date _____	