A-B Tech Community College
Continuing Education

Pay by Mail

CE Cashier
A-B Tech
340 Victoria Rd.
Asheville, NC 28801

Pay in Person See page 5.

Students requesting a name change
must submit one of the following legal documents:

1. Social Security card
2. Copy of marriage license
3. Copy of divorce decree
4. Passport
5. Copy of court documents

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:** _____

Gender: ☐M ☐F ☐Prefer not to answer **Ethnicity:** ☐Hispanic/Latino ☐Non-Hispanic/Latino ☐Prefer not to answer

Race: ☐Alaska Native ☐Asian ☐Black/African-American ☐Hawaiian/Pacific Islander ☐White

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

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

Students must be at least 18 years of age. Consideration may be given to 16- and 17-year-olds.
See Student Eligibility policy on page 5.

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) If a student officially withdraws prior to the first class meeting, the student will receive a 100% refund; 2) If a class is canceled due to insufficient enrollment, a student will receive a 100% refund; 3) A 75% refund will be issued (Self-Supporting classes with prefixes CSP and SEF are excluded) if the student officially withdraws prior to or on the 10 percent point of the scheduled hours of class; 4) No refund will be made after the 10 percent point of the class; 5)The insurance, technology and supply/lab fees are 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

If tuition is being paid by an agency/organization, authorization to bill on company letterhead/purchase order must be attached or remit payment by check.

Company Name: _____

Payment to include total of all fees listed for each course.

Payment Type: ☐Check (payable to A-B Tech) ☐Money Order

Photo Release

Throughout the year, A-B Tech's employees or agents may take photographs of students and school activities. These photographs may appear in various A-B Tech materials including A-B Tech's website, newsletters, brochures and other marketing and advertising materials. If you do not want your photograph or image to be included in these or other promotional materials, please contact A-B Tech's Community Relations & Marketing department at 828-398-7117.