General Course Information
CFCC provides training in many areas through its Continuing Education Department programs. Classes are held at the Wilmington downtown campus and at other locations throughout New Hanover and Pender counties. Most classes prepare individuals for employment, or upgrade workers already employed. Besides meeting economic needs, some classes help to improve the adult's social and cultural standing in the community.

Training is also provided for employees of area industries and public agencies. Once a specific need has been established, classes can be offered in that area at virtually any time. Full details can be obtained by calling the office of the Dean of Continuing Education, (910) 362-7170.

Admission Requirements
Generally, any person who is 18 years of age or older, or whose high school class has graduated, is eligible for admission to Continuing Education classes. Applicants are usually admitted on a first-come, first-serve basis. Some classes have specific admission requirements. In such cases, applicants will be properly notified.

Registration and Special Information
For information concerning the current class offerings, and their locations in New Hanover county, call (910) 362-7170. For Pender County classes, CFCC Burgaw Campus, call (910) 675-1439/ 259-4966. For CFCC Hampstead Campus classes, call (910) 270-3069.

The Pender County CFCC Burgaw Campus is located in the Burgaw Industrial Park. This location is approximately five blocks south of downtown Burgaw next to Burgaw Middle School.

The Pender County CFCC Hampstead Campus is located in the former Topsail Middle School, Hampstead.

The individual's Social Security Number is required for registration. Course cost (tuition) is often in the $55 to $65 range, although some classes are higher. Some classes also require text(s) and supplies. A high school diploma is not required for registration. Registration fees for Continuing Education Department classes are not always refundable. The Refund Policy, as set forth by the North Carolina General Assembly, follows in the next paragraph. Many classes are FREE for N. C. citizens 65 years of age or older. However, for classes designated as self-supporting all students must pay the tuition fee and costs for required text and supplies.

Refund Policy
Please note the following Refund Policy for EXTENSION PROGRAMS, Statutory Authority G.S. 1150-5; Eff. February 1, 1976; Amended Eff. September 1, 1993; August 1, 1983; August 17, 1981; July 8, 1980.

.0203 EXTENSION PROGRAMS
(d) Registration Fee Refunds. A refund shall not be made except under the following circumstances:

For classes that are scheduled to meet four times or less, a full refund shall be made upon the request of the student, if the student officially withdraws from the class(es) prior to or on the first day of the class(es).

For classes that are scheduled to meet five or more times, a full refund shall be made upon the request of the student if the student officially withdraws from the class(es) prior to or in the official 10% point of the class(es).

For classes beginning at times other than at the beginning of the quarter, applicable provisions as noted in Subparagraphs (d) (l) and (2) of this rule apply. For contact hour classes, 10 calendar days from the first day of the class(es) is the determination date.

IMPORTANT: Occupational extension courses are designed for the specific purposes of training individuals for employment, upgrading the skills of persons presently employed, and retraining others for new employment in occupational fields. Students repeating an Occupational Class more than two times may be charged a higher tuition fee based on actual class contact hours.