

Refunds and Cancellations From Class

To remove and refund someone that has registered for a class, it is now necessary to complete the attached form and return to ext-clreynolds@ncdot.gov, ext-shwilliams3@ncdot.gov, or [ext-lcalvarado@ncdot.gov](mailto:lcalvarado@ncdot.gov) by end of this business day.

Not returning forms promptly might result in rejection due to timing.

If approved or not, you will be notified.

If a refund is approved, you should see credit card refund activity within 3-5 days of entry.

If questions, please contact the following:

Curtina Reynolds 919-329-4240

Sandra Williams 919-810-3654

Lorena Castaneda-Alvarado 919-329-4241