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| **Request for Refund and/or Cancellation**  **Field and Lab Schools – Materials and Tests Unit**  **North Carolina Department of Transportation**  **You must complete and return to M&T by end of requested date.**  **Please provide the following information:** | |
| **Name of Registrant:** |  |
| **Last 4 of Social Security Number:** |  |
| **Type of Class:** |  |
| **Location of Class:** |  |
| **Cost of Class:** | **\*\*This is not an official receipt for refund amount. \*\*** |
| **Date of Class:** |  |
| **Person Requesting Refund:** |  |
| **Name of Company:** |  |
| **Company Telephone #:**  **\*\*REQUIRED FIELD\*\*** |  |
| **Request Date:** |  |
| **Reason for refund:**  **\*\*REQUIRED FIELD\*\*** |  |
| **A refund will be made within 24 hours of request. Allow 3 to 5 business days to show up on your credit card.**  **If you have questions call Sandra Williams 919-329-4210, Rosa Hernandez 919-329-4240, or Lorena Castaneda Alvarado (919)329-4241.**  **Save the document to your computer. Fill out and send back to**  ext-[**shwilliams3@ncdot.gov**](mailto:shwilliams3@ncdot.gov), **ext**-**rihernandez@ncdot.gov** and **lcalvarado@ncdot.gov.** | |