

Request for Refund and/or Cancellation

Field and Lab Schools – Materials and Tests Unit
North Carolina Department of Transportation

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:	
Cost of Class:	**This is not an official receipt for refund amount. **
Date of Class:	
Location of Class:	
Person Requesting Refund:	
Name of Company:	
Company Telephone #: **REQUIRED FIELD**	
Request Date:	
Reason for refund: **REQUIRED FIELD**	

A refund will be made as soon as possible. Allow 3 to 5 business days to show up on your credit card.

If you have questions call Curtina Reynolds 919-329-4240, Sandra Williams 919-329-4210 or Lorena Castaneda Alvarado (919)329-4241.

**Save the document to your computer. Fill out and send back to
ext-clreynolds@ncdot.gov, ext-shwilliams3@ncdot.gov, or ext-lcalvarado@ncdot.gov.**