

HACC, Central Pennsylvania's Community College
Workforce Development
Registration with Permission to Bill

This document serves as authorization to charge the Vendor for the individual(s) to attend the course listed below.

To: HACC EMS EDUCATION One HACC Dr, North Hall, 101 HARRISBURG PA 17110 PHONE #717-780-2458	BILL TO: VENDOR: <u>Borough of Chambersburg</u> ADDRESS: <u>Attn: Danielle Keefer</u> <u>100 South Second Street</u> CITY: <u>Chambersburg</u> STATE: <u>PA</u> ZIP CODE: <u>17201</u> PHONE: <u>717-251-2416</u> FAX: _____ E-MAIL: <u>dkeefer@chambersburgpa.gov</u> VENDOR P.O.# _____	H# _____
FAX TO: 717-780-2643 OR E-MAIL: EMSTRNG@HACC.EDU <i>(if applicable)</i> <i>(required signature)</i>	AUTHORIZED BY: _____ TITLE: <u>Emergency Services Chief</u>	DATE: _____

Course Title	Section #	Start Date	End Date	Cost

Student Name:	Student ID (If known)	Birth Date	<input type="checkbox"/> Requires accessibility accommodations
Home Mailing Address <i>(required)</i>	Phone	E-Mail Address	
City	State	Zip	

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Home Mailing Address <i>(required)</i>	Phone	E-Mail Address	
City	State	Zip	

Payment is due upon receipt of the invoice. For questions, please call 717-780-2458.

WFD Refund Policy

If HACC cancels a course, training, seminar, conference or trip/tour, all paid participants will receive a 100% refund of all tuition and fees. Any student who wishes to drop a course may do so by visiting or calling any of the campus Welcome Centers. These requests must be made no less than one (1) calendar day prior to the first class meeting date to be eligible for a full refund of tuition and fees, except for any tuition or fees noted as nonrefundable.

Unless otherwise specifically stated or approved, no refund will be issued after a class start date. We do not issue partial refunds in the event a student starts a class late or does not complete the class. Students receiving Title IV Financial Aid will be subject to the federal regulations regarding withdrawal of classes. Financial Aid eligibility will be recalculated based on dates of participation in financial aid eligible programs.

Institutional Use Only:
 Approval: _____
 Dept AOS: _____
 Welcome Center: _____
 WFD Invoicing: _____