

# California Fire & Rescue Training Authority

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[www.fireandrescuetraining.ca.gov](http://www.fireandrescuetraining.ca.gov)

## PAYMENT COUPON

*Note to Agencies:* Please provide student's address information for mailing of any pre-course information and/or enrollment confirmation.

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Name: \_\_\_\_\_ Agency: \_\_\_\_\_  
Address: \_\_\_\_\_ Rank: \_\_\_\_\_  
City/ST/Zip: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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Course Name: \_\_\_\_\_  
Location: \_\_\_\_\_  
Course Dates: \_\_\_\_\_  
Registration Fee: \_\_\_\_\_

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Method of Payment:  Check  Visa  MasterCard  PO # \_\_\_\_\_  Invoice Agency  
CC#: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
Agency: \_\_\_\_\_ Contact: \_\_\_\_\_  
Billing Address: \_\_\_\_\_ Name printed on card: \_\_\_\_\_  
City/ST/Zip: \_\_\_\_\_ Cardholder's Signature: \_\_\_\_\_

## PREREGISTRATION FEE, SERVICE AND CANCELLATION POLICIES

### PREREGISTRATION FEE:

**For an individual:** When registering for a class with CFRTA, send in a completed registration form along with the full tuition as the preregistration for the course(s) for which you are signing up. Some classes fill up quickly, while others may never get the minimum number of students necessary to hold the course. The preregistration fee is not required when a public agency has set up a purchase order with CFRTA at the time of enrollment.

**For a group:** When registering a group of people through a department or agency for a class with CFRTA, first call to make certain that space is available for the number of people you wish to register. At that time, arrangements can be made for payment through a Purchase Order (P.O.) or a check. The number of slots may be modified any time prior to two weeks before the class. Changes made less than two weeks (10 business days) before the class are subject to penalty according to CFRTA's cancellation policy.

### CHECK RETURN FEE:

There will be a \$45.00 check return fee for any check returned to CFRTA from the bank for any reason.

### CANCELLATIONS:

If CFRTA cancels a class for any reason, a full refund of all class tuition or preregistration fees will be made within 20 working days of the cancellation of the class, unless other arrangements have been made.

Cancellations of slots for groups are required to either fill slots or cancel at least two weeks (ten business days) prior to the course. Any group with multiple slots who fails to cancel more than a week (five business days) prior to the first day of class may be held responsible for any fees incurred from the instructor and a cancellation fee of 10% of the total tuition cost.

If an individual student cancels more than two weeks (ten working days) prior to the course, a full refund will be made. In the event of cancellation less than two weeks before the course, a \$50.00 processing fee will be kept from the preregistration fee. ***Any enrollee who fails to cancel prior to the first day of class forfeits the entire preregistration fee.***