



Career and Community Education

3RD PARTY PAYMENT & AUTHORIZATION FORM

You may fax this form to (808) 235-7434

STAFF USE ONLY:

Instructions: CCE staff / faculty complete this section below if funding is provided by a grant or funding source with a WCC account no.

Acct. # to charge: _____ Amt. to charge: \$ _____ Acct. name: _____ P.I. on acct. _____

Rev. 10/01/2015

INSTRUCTIONS: Complete, sign and date this form then forward to Windward Community College's office of Career & Community Education.

AGENCY/ORGANIZATION/GRANT (3RD PARTY PAYER)

Contact Person (Last, First, MI)		Company / Agency			
Phone (Work)	Phone (Fax)	Email			
Street Address			City	State	Zip

PARTICIPANT INFORMATION

Participant Name (Last, First, MI)	Phone	Email
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COURSES REQUESTED

Course Code	Course Title	Start Date	End Date	Tuition

TOTAL TUITION: \$ _____

STUDENT PORTION: \$ _____

AGENCY/GRANT PORTION: \$ _____

I hereby authorize the Office of Career and Community Education of WCC to invoice us for the cost of such course(s) for the above participant. Purchase order acceptance is subject to the approval of the Director of OCCE.

Agency's Authorized Signature: _____ Date: _____

AGENCY PAYMENT INFORMATION

Company / Agency:	Amount to be paid: \$ _____ Cash Check or Money Order #: _____
Please forward Purchase Order by mail or fax to (808) 235-7434. Purchase Order # :	
Credit /Debit Card (Visa, MasterCard & Discover Cards Only)	
Card Number: _____ CCV # _____ Name on Card: _____ Exp. Date _____	
Billing Address _____ City: _____ State: _____ Zip: _____	
Credit Card Holder's Signature: _____ Date: _____	

WCC CCE WORKFORCE DEVELOPMENT PROGRAM POLICIES

Entrance Requirements

Any person interested in enrolling must meet the following entrance requirements to ensure eligibility and course progression. (1) Participant must be at least 18 years old at the start of the program. (2) Persons less than 18 years of age need the signature of parent or guardian to enroll in course work. (3) Specific programs or individual courses may have additional requirements. Please consult with the specific course contact person or visit our website for more information. (4) Valid I.D. Card. Individual courses or program may have additional and more specific requirements. Please refer to the specific course or program documentation.

Tuition & Fees

All tuition and fee charges at the University of Hawaii campuses are subject to change in accordance with requirements of State law and/or actions by the University of Hawaii board of Regents or Administration. Tuition rates are posted for each course in the catalog. Students with an outstanding balance prior to the first day of class will not be allowed to attend. Individual programs or courses may require additional fees. Please inquire with the representative of the specific course or consult the program website.

Payment

Make checks payable to —Windward Community College. Checks returned due to insufficient funds are subject to a \$25 service fee. Credit/Debit Cards are accepted (Visa, MasterCard, & Discover only). Payment by purchase order is accepted provided the PO number is indicated on the 3rd party payment authorization form accompanied by a signature.

Financial Liability Policy

Enrollment/Registration at Windward Community College's Career & Community Education Office (CCE) signifies consent to, and acceptance of all policies and procedures governing enrollment/registration, including financial liability. Participants who fail to remit payment when due, agree to pay the University of Hawai'i all reasonable cost for collection, to include collection agency, attorney's and court fees. Participant is responsible for any unpaid balance.

Cancellation Policy

WCC CCE reserves the right to cancel an event, program, course with insufficient enrollment or attendance. At the request of the payer a refund will be processed.

Withdrawal/Refund Policy

A request for a withdrawal/refund must be received by the WCC CCE office in writing via email, fax, or letter, at least five (5) business days (Monday-Friday, excluding holidays), prior to the start of the course, event, or program. Failure to attend class or notifying the instructor of the intent to withdraw does not constitute an official withdrawal from the course. Agencies submitting purchase orders or other payment for student registration fees will be billed regardless of attendance, unless notification of withdrawal is made by the specified refund deadline. Refunds for check and cash payments are processed within four (4) to six (6) weeks. Refunds for charge payments are credited to the account originally charged. Exceptions may be granted with approval from the Director of CCE.