



PHCC of the Greater Los Angeles Area Training Program Registration Form

PLEASE PRINT CLEARLY. Must be 18 years of age to apply.

I wish to enroll in: Journeyman Plumbing HVAC Backflow **Class Year:** Year 1 Year 2 Year 3 Year 4

STUDENT INFORMATION

Name (<i>Last, First</i>):	<input type="checkbox"/> M <input type="checkbox"/> F	DOB:	
Address:	City, State, Zip:		
Contact Phone:	Email:		
SSN:	Veteran Status: <input type="checkbox"/> Veteran <input type="checkbox"/> Non-Veteran		
Highest Level of Education:	<input type="checkbox"/> High School Diploma <input type="checkbox"/> GED <input type="checkbox"/> Trade School <input type="checkbox"/> Some College <input type="checkbox"/> College Graduate <input type="checkbox"/> Other		
Race (optional):	<input type="checkbox"/> American Indian <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> African American <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Caucasian <input type="checkbox"/> Other		
Student Status:	<input type="checkbox"/> First Time <input type="checkbox"/> PHCC Returning Student		

SPONSORING COMPANY INFORMATION

Company Name:	Contractor License #:
Address:	City, State, Zip:
Primary Contact:	Phone Number:
Email:	Membership Status: <input type="checkbox"/> PHCC Member <input type="checkbox"/> Non-Member

STATEMENT OF FINANCIAL RESPONSIBILITY

Bill Tuition to: <input type="checkbox"/> Sponsoring Company <input type="checkbox"/> Student	Payment Terms: <input type="checkbox"/> Payment in Full <input type="checkbox"/> Bi-Annual
Accounting Contact:	Phone Number:

Please read carefully and sign below. This establishes your financial responsibility.

I, agree that I am fully responsible for any charges incurred as a result of registration for the, PHCC of the Greater Los Angeles Area Training Program, regardless of a request of cancellation of service or being dropped from the program, and fines or charges incurred as a result of missing required deadlines. I fully understand and agree to the terms and conditions below:

1. Upon receipt of a completed authorization, tuition will be billed accordingly to the financially responsible party. Two-party billing will not be allowed.
2. The Financially Responsible Party is responsible for full payment and tuition and fees associated with the PHCC of the Greater Los Angeles Area Training Program, regardless of student attendance or grades.
3. Initial tuition payment is due no later than the first night of class via cash, check, or credit card.
 Payment in Full: Full tuition plus books, lab fees and NCCER Connect Fees
 Bi Annual Payments: 50% tuition plus book and lab fee(s) Due in August – 50% tuition Due by January 15
4. In the event student drops the program, regardless of reason, a **written notice** must be received. No refunds are given, regardless of the date the student leaves the program.
5. Should a student leave their sponsoring company during the school year PHCC Los Angeles will not reimburse nor give credit for future use to the sponsoring company. If student leaves employment or drops the program the financially responsible party will be billed for all outstanding balances and future tuition payments due for the remainder of the school year. If student wishes to continue with the program and is not hired by a PHCC Member the rate will change to non-member rate and the difference will be billed to the student, due upon receipt).
6. For accounts 45 days past due, student will be suspended, and an official letter will be issued to the financially responsible party as a formal notification. Student will not be permitted to attend class until full payment is received and a valid credit card must remain on file for payments thereafter. Continuous non-payment of tuition and fees will result in cancellation of student enrollment and withholding of services, certifications and grades until financial liabilities are resolved. Outstanding debt is reported to credit bureaus and collection costs, including attorney fees may be incurred.
7. PHCC Los Angeles is not responsible for any agreements made between the student and their employer or sponsor for financial agreements.

Signature of Financially Responsible Party:

Print Name:	Date:
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Signature below indicates authorization for PHCC Los Angeles Training Program to process credit card charges for all fees related to the training program.
 Check one: Visa MasterCard AmEx

Credit Card Number _____ Exp. Date: _____ Sec. Code _____

Name on Credit Card _____ Phone _____ Email _____

Billing Address: _____ City _____ State _____ Zip _____

Signature _____

REGISTERING STUDENT – PLEASE READ CAREFULLY AND SIGN.

As a Student in the PHCC GLAA Program I certify that:

1. **All classroom hours are required. I will attend and report to all classes on time and remain for the duration of class.**
2. I will make up all absences within 30 days of missed class for a fee.
3. I will adhere to all rules and regulations of the training program.
4. Should I leave my sponsoring company during the current school year, I will immediately inform the admissions office.
5. I will accurately complete my on the job forms every day, based on the work performed. I will have my supervisor review and sign my on the job forms at the end of each month and will submit completed forms by the 15th of each month.
6. I understand my attendance and grades will be released to my sponsoring company.

Student Signature _____ Date _____

SPONSORING COMPANY – PLEASE READ CAREFULLY AND SIGN

As the Sponsoring Company and/or Supervisor of a Student in the PHCC GLAA Program, I certify that:

1. My company holds a valid California Contractors License.
2. I currently employ the enrolling student.
3. **All classroom hours are required, I will arrange the students work schedule to permit regular on-time attendance of classes.**
4. I will monitor, review for accuracy, and sign the students on the job forms at the end of each month, based on the work performed. On the job forms will be submitted to PHCC by the 15th of the month.
5. I will abide by and enforce all rules and regulations of the training program.
6. I will notify the school in writing when a student ceases to be employed or is otherwise ineligible for continued company sponsorship. I

Sponsor Signature _____ Date _____

The Plumbing-Heating Cooling Contractors Training Program of the Greater Los Angeles Area does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, or other school-administered program.