



PHCC of the Greater Los Angeles Area Training Program Registration Form 2023

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

I wish to enroll in: Core 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:		
Home Phone:	Cell Phone:		
Email:			
SSN or ITIN:	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 Enrollment with PHCC Training <input type="checkbox"/> PHCC Returning Student (List Year Enrolled)		

SPONSORING COMPANY INFORMATION (if any)

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:	Payment Type: <input type="checkbox"/> Credit Card <input type="checkbox"/> Check <input type="checkbox"/> Cash
Phone Number:	Email:
Address:	City, State, Zip:

Please read carefully, and sign below.

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.
2. The Financially Responsible Party is responsible for full payment of tuition 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 rate plus book and lab fee(s) Due by 1st night of class – 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. Any balance due will be due immediately upon receiving drop notice.
5. In the event student must make up a class or lab the financially responsible party will be billed accordingly.
6. Students are allowed two attempts per module tests; any additional testing will be billed to the financially responsible party.
7. 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.
8. For accounts 60 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 payment is received. Outstanding debt is reported to credit bureaus and collection costs, including attorney fees may be incurred.
9. PHCC Los Angeles is not responsible for any agreements made between the student and their employer or sponsor for financial agreements. Signature below indicates authorization for PHCC Los Angeles Training Program to process credit card charges for all fees related to the training program.

Signature of Financially Responsible Party: _____

Print Name: _____ **Date:** _____

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

Name on Credit Card _____ Phone _____ Email _____

Billing Address: _____ City _____ State _____ Zip _____

Signature of Card Holder: _____

Training Program Responsibility Agreement

* To be read and signed by student, employer, & financially responsible party.

Payment Responsibility: I understand and agree that when a student registers for any class at PHCC of the Greater Los Angeles Area Training Program or receive any service from PHCC of the Greater Los Angeles Area Training Program, the financially responsible party listed on initial registration accepts full responsibility to pay all tuition, fees, and other associated costs assessed as a result of registration and/or receipt of services. Other costs may include program fees, lab fees, school fees, testing fees, and any other charges that appear on student's account.

Billing Method: I understand that PHCC of the Greater Los Angeles Area Training Program uses automated billing as its preferred billing method. Financially responsible party acknowledges that the credit card information listed under billing on the students' registration will be automatically charged on the set due date. Financially responsible party further understands and agrees that student's failure to attend class or should student leave their sponsoring company or be fired during the school year does not absolve the financially responsible party of any financial responsibility as described above or constitute a valid reason for not paying training charges by the posted due date. Financially responsible party is responsible for the full year's tuition.

Updating Current Billing Information: The financially responsible party understands and agrees that they are responsible for keeping PHCC of the Greater Los Angeles Area Training Program records up to date with current billing and contact information. In the event the financially responsible party's contact and/or billing information must be updated, contact PHCC of the Greater Los Angeles Area Training Program via email at training@phccglaa.org or call 323-913-7344

Billing Errors: I understand that administrative, clerical, or technical billing errors, while rare, do not absolve me of my financial responsibility to pay the correct amount of tuition, fees and other associated financial obligations assessed as a result of my registration at PHCC of the Greater Los Angeles Area Training Program.

Due Dates & Late Payment Fee: Financially responsible party agrees to pay PHCC of the Greater Los Angeles Area Training Program by the due dates stated on initial student registration. Financially responsible party acknowledges that failure to make payment by the due date may result in late fees and being dropped from the program.

Initial tuition payment is due no later than the first night of class via cash, check, or credit card.

Parties choosing the Payment in Full option must pay: Full tuition plus books, lab fees and NCCER Connect Fees no later than the first-class night.

Parties choosing the Bi Annual Payments option must pay: 50% tuition plus full book, lab fee, and NCCER Connect fee by 1st night of class and 50% tuition Due by January 15th.

All accounts over 60 days late are subject to a \$35 per month late fee.

NSF check fees will include PHCC Los Angeles bank charges, plus a late fee.

Credit card charges coming back as NSF will be charged late fees.

Class Drop/ Withdrawal: Financially responsible party, student, and sponsoring employer understand and agree that they must abide by PHCC of the Greater Los Angeles Area Training Program policies regarding withdrawal.

All parties understand and agree that if student drops or withdraws from the classes for which student registered, financially responsible party will be responsible for paying all tuition fees immediately upon class withdrawal.

Financially responsible party understands that student's withdrawal from the program, whether voluntary or at the request of PHCC of the Greater Los Angeles Area Training Program, or the sponsoring company, does not exempt financially responsible party from payment in full for charges incurred while attending PHCC of the Greater Los Angeles Area Training Program.

In the event student drops the program or is no longer employed by the sponsoring company regardless of reason, a written notice must be submitted to PHCC of the Greater Los Angeles Area Training Program by email to training@phccglaa.org. 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. Student will be required to sign off on this.

Refunds: No refunds are given, regardless of the date or reason the student leaves the program. 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 financially responsible party or sponsoring company.

Method of Communication: I understand and agree that PHCC of the Greater Los Angeles Area Training Program uses email as its official method of communication with student, sponsoring company, and financially responsible party and that therefore I am responsible for reading all emails I receive from PHCC of the Greater Los Angeles Area Training Program and for responding in a timely manner, if needed. I understand and agree that PHCC of the Greater Los Angeles Area Training Program may also use other methods of contact information, such as mailing addresses and/or phone numbers on record to contact all parties, if needed.

All parties authorize PHCC of the Greater Los Angeles Area Training Program to contact them at the phone number(s) and email address(es) listed on initial student registration regarding any aspect of student account, debts, student progress, attendance reports, or to receive general information from PHCC of the Greater Los Angeles Area Training Program.

In the event student, sponsoring company, or financially responsible party are not receiving any correspondence from PHCC of the Greater Los Angeles Area Training we ask you contact our training office at 323-913-7344 or email training@phccglaa.org

Updating Current Contact Information: Student, sponsoring company, and financially responsible party understand and agree that they are responsible for keeping PHCC of the Greater Los Angeles Area Training Program records up to date with current physical addresses, email addresses, and phone numbers.

In the event student, sponsoring company, or financially responsible party's contact information must be updated, a written notice must be submitted to PHCC of the Greater Los Angeles Area Training Program by email to training@phccglaa.org

Failure to Pay Financial Obligations: Financially responsible party understands that enrolled students may be suspended from PHCC of the Greater Los Angeles Area Training Program for past due financial obligations. Suspension includes dropping of courses and prevention from course enrollment for future terms. Current and former students who may have a finance hold placed on their student account will not be allowed to enroll for future courses or obtaining an academic transcript.

For accounts past due an official letter will be issued to the financially responsible party as a formal notification. Student will also be notified they will not be permitted to attend class until payment is received.

PHCC of the Greater Los Angeles Area Training Program is not responsible for any agreements made between the student and their employer or the financially responsible party for financial agreements.

Outstanding debts are reported to credit bureaus and collection costs, including attorney fees may be incurred.

Member Discounts

Training discounts are available to students working for an active PHCC Contractor Member. If PHCC Membership is not in good standing throughout the course of the school year the training tuition will be adjusted to non-member rate raising the balance for training. An adjusted training invoice will be sent at nonmember rate to the financially responsible party.

Compliance with School Policies: Student, sponsoring company, and financially responsible party understand and agree that there are other PHCC of the Greater Los Angeles Area Training Program policies.

Student and employer must agree that they will abide by the schools' policies which will be presented to students during the first-class meeting and emailed to employers for reference.

Entire Agreement: This agreement supersedes all prior understandings, representations, and correspondence between student and PHCC of the Greater Los Angeles Area Training Program and constitutes the entire agreement between the parties with respect to the matters described. This agreement may be modified by PHCC of the Greater Los Angeles Area Training Program if needed and the modification must be signed by all parties. I have read the above PHCC Los Angeles Training Program Responsibility Agreement and agree to all of its terms.

**Signature of Financially Responsible Party: _____ Date _____

Print Name: _____ Phone#: _____ Email: _____

**Signature of Student: _____ Date _____

Print Name: _____ Phone#: _____ Email: _____

**Signature of Employer: _____ Date _____

Print Name: _____ Phone#: _____ Email: _____