



## PHCC of the Greater Los Angeles Area Training Program Registration Form 2025

**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

<b>Name</b> <i>(Last, First):</i>	<input type="checkbox"/> M <input type="checkbox"/> F	<b>DOB:</b>	
<b>Address:</b>	<b>City, State, Zip:</b>		
<b>Home Phone:</b>	<b>Cell Phone:</b>		
<b>Email:</b>			
<b>SSN or ITIN:</b>	<b>Veteran Status:</b>		<input type="checkbox"/> Veteran <input type="checkbox"/> non-veteran
<b>Highest Level of Education:</b>	<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		
<b>Race (optional):</b>	<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		
<b>Student Status:</b>	<input type="checkbox"/> First Time Enrollment with PHCC Training <input type="checkbox"/> PHCC Returning Student (List Year Enrolled)		

### SPONSORING COMPANY INFORMATION (if any)

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

### STATEMENT OF FINANCIAL RESPONSIBILITY

<b>Bill Tuition to:</b>	<input type="checkbox"/> Sponsoring Company <input type="checkbox"/> Student	<b>Payment Terms:</b>	<input type="checkbox"/> Payment in Full <input type="checkbox"/> Bi-Annual <input type="checkbox"/> Quarterly
<b>Accounting Contact:</b>		<b>Payment Type:</b>	<input type="checkbox"/> Credit Card <input type="checkbox"/> Check <input type="checkbox"/> Cash
<b>Phone Number:</b>		<b>Email:</b>	
<b>Address:</b>		<b>City, State, Zip:</b>	

**Please read carefully, and sign below.**

I agree that I am fully responsible for any charges incurred as a result of registering for the PHCC of the Greater Los Angeles Area Training Program. This includes charges resulting from service cancellation requests, program withdrawal, or failure to meet required deadlines. I have read, understand, and agree to the terms and conditions outlined below:

1. Upon receipt of a completed authorization, tuition will be billed accordingly to the financially responsible party.
2. The financially responsible party is liable for full tuition fees associated with the PHCC Training Program, regardless of the student's attendance or academic performance.
3. Tuition must be paid according to one of the following options:
  - Payment in Full: Full tuition, plus books, lab fees, and NCCER Connect fees, due by the first night of class.
  - Biannual Payments: 50% of tuition, plus book and lab fees, due by the first night of class. Remaining 50% due by January 15.
  - Quarterly Payments: 50% tuition plus book and lab fee(s) Due by 1<sup>st</sup> night of class – Second Payment: Due on November 1st. Third Payment: Due on February 1st. Final Payment: Due on May 1st.
4. In the event a student withdraws from the program for any reason, a written notice must be submitted. No refunds will be issued, regardless of the withdrawal date. Any remaining balance will become immediately due upon receipt of the withdrawal notice.
5. If a student is required to make up a missed class or lab, the financially responsible party will be billed for associated costs.
6. Students are allowed two attempts per module test. Additional testing attempts will be billed to the financially responsible party.
7. If a student leaves their sponsoring company during the school year, PHCC Los Angeles will not issue refunds or credit to the sponsor. The financially responsible party will remain liable for all outstanding balances and any future tuition payments for the remainder of the academic year. If the student wishes to continue in the program without a PHCC member sponsor, the tuition will be adjusted to the non-member rate, and the difference will be billed to the student, payable upon receipt.
8. Accounts more than 60 days past due will result in student suspension. A formal notice will be sent to the financially responsible party. The student may not attend class until the balance is paid. Delinquent accounts may be reported to credit bureaus, and any collection costs, including attorney's fees, will be the responsibility of the financially responsible party.
9. PHCC Los Angeles is not responsible for any financial arrangements made between the student and their employer or sponsor.

By signing below, I authorize PHCC of the Greater Los Angeles Area 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 \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

# 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](mailto: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 15<sup>th</sup>.

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](mailto: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](mailto: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](mailto: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.

## Consent for Use of Photos and Videos

By participating in this training program, you agree to allow PHCC GLAA to take photos and videos of you during the session. These images and videos may be used for promotional, educational, and marketing purposes, including on our website, social media, and other related materials. If you do not wish to be photographed or filmed, please inform us prior to the training session

## 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 Student:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Phone#:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**\*\*Signature of Employer:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Phone#:** \_\_\_\_\_ **Email:** \_\_\_\_\_