

United States Department of Agriculture
Office of the Chief Financial Officer
Controller Operations Division
Customer Liaison and Training Branch
Customer Relations Section

COD Office Use Only:

CONFIRMATION #: _____

AMOUNT CHARGED TO CREDIT CARD \$ _____

ACCOUNTING CODE _____

COURSE REGISTRATION

Return this form via fax (504) 426-9782, at least 5 business days prior to the start of the session. Please confirm receipt of fax by contacting Customer Relations personnel at (504) 426-5471.

STUDENT INFORMATION

STUDENT NAME	AGENCY CODE	AGENCY NAME
STUDENT OFFICE PHONE NUMBER	OFFICE FAX NUMBER	
STUDENT E-MAIL ADDRESS (REQUIRED)		
AGENCY POINT OF CONTACT NAME (POC) (REQUIRED)	POC OFFICE PHONE NUMBER	POC E-MAIL ADDRESS

COURSE INFORMATION

TRAINING LOCATION (CITY/STATE)	
COURSE NUMBER	COURSE NAME
COURSE START DATE	COURSE END DATE

PAYMENT INFORMATION (to be completed by cardholder)

CREDIT CARD ACCOUNT NUMBER	EXPIRATION DATE	
CARDHOLDER NAME	CARDHOLDER PHONE NUMBER (Area Code and Number)	CARDHOLDER FAX NUMBER (Area Code and Number)
BILLING STREET ADDRESS		
CITY	STATE	ZIP CODE
E-MAIL ADDRESS (REQUIRED)		
AUTHORIZED CARDHOLDER SIGNATURE		

CANCELLATION POLICY

SCHEDULED TRAINING SESSIONS

An agency may cancel a student from a scheduled session up to one week before the start of the course. If we receive a cancellation less than 5 business days prior to the start of the session, the agency will be billed for that student. Substitutions can be made up to the first day of the session.

AGENCY REQUESTED SESSIONS

Cost will be based upon the total number of students enrolled in session; credit card will be charged 1 week prior to start of session.

If a training session is scheduled at the request of an agency, the agency will be billed for the number of students agreed upon in the confirmation letter for that session. If an agency wishes to (1) cancel the entire session or (2) increase or decrease the number of students in the session, notification must be provided to COD, at least 5 business days prior to the start of the session. If the agency cancels the session less than 5 business days prior to the start of the session, the agency will be billed. The agency can make substitutions for the session at its own discretion.