

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:

REFERENCE NUMBER/
 IV DOCUMENT NUMBER: _____

IPAC DESCRIPTION: _____

COD ACCTG STATION: _____	COD ACCTG CLASS: _____	OBJECT CLASS/ REV: _____
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BILL AMOUNT: \$ _____ BILL DATE: _____

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	AGENCY NAME

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

PAYMENT INFORMATION (to be completed by agency)		
DEBTOR NUMBER/COMMON AGREEMENT NUMBER (CAN)	DEBTOR ALC NUMBER	
FFIS TRANSACTION CODE	FFIS OBLIGATING DOCUMENT NUMBER	FFIS DOCUMENT LINE NUMBER
BILLING POC (REQUIRED)	BILLING POC PHONE NUMBER	BILLING POC E-MAIL ADDRESS (REQUIRED)
BILLING POC MAILING ADDRESS (REQUIRED)		
AUTHORIZED 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.

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.