

HACC, Central Pennsylvania's Community College

Noncredit Registration with Permission to Bill

To:
 HARRISBURG AREA COMMUNITY COLLEGE
 WELCOME CENTER
 ONE HACC DR
 HARRISBURG PA 17110

717-780-2414 OR
 800-222-4222 x2414

FAX TO: 717-231-7674
 OR EMAIL: REGISTRATION@HACC.EDU

BILL TO:
 SPONSOR: _____
 ADDRESS: _____

 CITY _____
 STATE _____ ZIP CODE _____
 PHONE _____

 FAX _____
 EMAIL _____

(if applicable) SPONSOR P.O.#
 REQUEST _____

(required **handwritten** signature) AUTHORIZED BY: _____
 PRINT NAME & TITLE _____
 DATE _____

This letter serves as authorization to bill the above Sponsor for the following individual(s) to attend the course(s) listed below.

Name	Student ID	Birth Date	M <input type="checkbox"/> F <input type="checkbox"/>
Home Mailing Address (<i>required</i>)	Phone	Email Address	
City	State	Zip	<input type="checkbox"/> Pennsylvania Resident
			<input type="checkbox"/> Requires accessibility accommodations
Course Title	Date	Section #	Cost

Name	Student ID	Birth Date	M <input type="checkbox"/> F <input type="checkbox"/>
Home Mailing Address (<i>required</i>)	Phone	Email Address	
City	State	Zip	<input type="checkbox"/> Pennsylvania Resident
			<input type="checkbox"/> Requires accessibility accommodations
Course Title	Date	Section #	Cost

Refund Policy

Students who request refunds three (3) working days prior to the first class meeting will receive a 100% refund. No refund of tuition or fees will be made if the request is made less than three (3) days before the start of class. If you fail to cancel your registration three (3) working days prior to the start of class or fail to attend the class, your department or bill to sponsor will be invoiced accordingly.

If a student has already received any additional items that are included in the tuition cost (i.e. textbook, etc.), they may be entitled to a full refund upon the return of the unopened and/or unused item(s). Should the item(s) be opened or used, the student may receive a refund amount minus the cost of that item(s).

To cancel your registration, please call 717-780-2414 or email registration@hacc.edu.