



Luzerne County Community College
Noncredit Registration with Permission to Bill

FOR INTERNAL USE ONLY APPROVED TO BILL
DATE: _____
INITIALS: _____
VENDOR ID: _____
DETAIL CODE: _____

TO:

Luzerne County Community College
 Accounts Receivable
 Public Safety Training Institute
 1333 S Prospect Street
 Nanticoke, PA 18634

570-740-0637
 800-377-LCCC x 637
 Fax 570-740-0664

BILL TO:

Agency or Dept.: _____
 Attn: _____
 Address: _____
 City: _____
 State: _____ Zip: _____
 Phone: _____
 Fax: _____
 E-Mail: _____

(If applicable) Agency or Dept. P.O. # _____
 (*Required) *Print Authorized By: _____
 *Authorized By –Signature: _____
 *Title: _____
 *Date: _____

This letter serves as authorization to bill the above Sponsor for the following individual(s) to attend the course(s) listed below. Attach and initial additional pages, if needed. SPONSORING ORGANIZATION IS RESPONSIBLE FOR PAYMENT UNLESS LCCC/PSTI IS NOTIFIED OF STUDENT NONATTENDANCE AT LEAST THREE BUSINESS DAYS BEFORE THE START OF CLASS. Nonattendance does not constitute a withdrawal. Payment is due upon receipt of invoice and no more than 30 days after issue date.

Student Name	Student Social Security No.	Birth Date M () F ()
	Cell phone:	
Student's Home Mailing Address (required)	Phone:	E-Mail Address
Department	Department Phone	County of Residence
Department Address	State Zip	PA Resident () Non Resident ()
Department City		
Course Title - First Course:	Date Section #	Location Cost
2. _____	_____ _____	_____ _____

Student Signature _____

** This form may be duplicated – 5-2012 .permission to bill form