

Authorization for Payment to Wisconsin Indianhead Technical College

Please note: Your facility will be billed for any student enrolled who fails to attend unless they contact WITC prior to the start of class.

****Each name on the Authorization Form will need to have a registration form****

We authorize WITC to invoice our facility for student tuition and fees for employees attending

Class Name	Class Number	Class Date
The following employees are authorized for payment		
1.	2.	
3.	4.	
5.	6.	

Name of authorizing individual (print)

Signature of authorizing individual

Date

Facility Name, Address & Phone

Refund Policy: STUDENTS—not the employer—must notify WITC-Rice Lake prior to the start date of class if they are unable to attend. Failure to do so will result in the forfeiture of their registration fee. Contact 800-243-9482, extension 5045 to cancel.