

## COURSE REGISTRATION/CANCELLATION

Please complete this form and submit via ServiceNow through your authorized Agency training officer. All required fields must be completed for the registration request to be accepted and processed. Please fill out page 2 of this form with each student's information. Required fields are indicated with an asterisk.

### A. COURSE INFORMATION

COURSE NUMBER	COURSE NAME	COURSE START DATE/TIME*	COURSE END DATE
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### B. PAYMENT INFORMATION - Training courses may be charged to an Agency's credit card or paid by SF182

TREASURY ACCOUNT SYMBOL (TAS)*	BUSINESS EVENT TYPE CODE (BETC)*	PURCHASE ORDER NUMBER (USDA ONLY)*
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Please complete the section below if paying by credit card; or complete and submit an SF-182 if applicable.

CREDIT CARD ACCOUNT NUMBER		EXPIRATION DATE	
CARDHOLDER NAME	CARDHOLDER PHONE	CARDHOLDER FAX NUMBER	
BILLING STREET ADDRESS	CITY	STATE	ZIP
CARDHOLDER EMAIL ADDRESS (REQUIRED)	AUTHORIZED CARDHOLDER SIGNATURE		

### C. CANCELLATION POLICY

- Cancellations received up to 5 business days prior to class will not be charged the training fee.
- Cancellations received 4 business days or less prior to class will be invoiced the full training fee.
- Same day cancellations or "no shows" are not allowed. Registration substitutions may be made up until 2 business days prior to the class. The Agency can make student substitutions at its own discretion. Daily substitutions during the class are not allowed.
- If your requested training is cancelled due to non-payment you will need to re-submit a new request.

### NATIONAL FINANCE CENTER USE ONLY

CONFIRMATION	AMOUNT CHARGED \$	ACCOUNTING CODE
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## Instructions

A course registration form is required for each student. You may list multiple students on one course registration form. The course registration form is required no matter the payment type. If you are paying by credit card you can enter that payment information on the course registration form. If you are paying by SF-182, you will have to submit BOTH the course registration form AND the SF-182. If paying through the Interagency Agreement (IA) process, you will have to initiate the IA AND submit a course registration form.

### A. Course Information

**Course Number:** The course numbers can be found in [NFC University](#). Select the Classes link at the top of the page, locate the course desired, and select the Course Information button for that course. The course number will be located next to the title of the course at the top of the course information page.

**Course Name:** The course name can be found in [NFC University](#). Select the Classes link at the top of the page, locate the course desired, and select the Course Information button for that course. The course name will be located at the top of the course information page.

**Course Start Date:** Please enter the first day of the class. If registering for a quarterly course offering, the full schedule can be found on the [Schedule Page](#) in NFC University.

**Course End Date:** Please enter the last day of the class. If registering for a quarterly course offering, the full schedule can be found on the [Schedule Page](#) in NFC University.

### B. Payment Information:

Training courses may be charged to an Agency's credit card, paid by SF-182, or through the IA process. If you are paying by credit card you can enter that payment information on the course registration form. If you are paying by SF-182, you will have to submit BOTH the course registration form AND the SF-182. If paying through the Interagency Agreement (IA) process, you will have to initiate the IA process AND submit a course registration form.

**Treasury Account Symbol (TAS)\*:** This is a required field. TAS-BETCs are used in the Government Wide Accounting (GWA) system to indicate the type of activity being reported, such as payments, collections, intragovernmental, borrowings, etc. Contact your Agency's accounting department for this information.

**Business Event Type Code (BETC)\*:** This is a required field. The BETC is an eight-character code used in the GWA system to indicate the type of activity being reported, such as payments, collections, borrowings, etc. This code must accompany the Treasury Account Symbol (TAS) and the dollar amounts in order to classify the transaction against the fund balance with Treasury. For more information please refer to Treasury's [Business Event Type Code Frequently Asked Questions page](#). Contact your Agency's accounting department for this information.

**Purchase Order Number (USDA Only):** A Purchase Order number is required for USDA Agencies paying by either SF-182 or IA. If a USDA Agency is paying via credit card, the Purchase Order number is *not* required.

**Credit Card Account Number:** If paying by credit card, enter the application credit card number.

**Expiration Date:** Enter the expiration date for the credit card provided.

**Cardholder Name:** Enter the full name of the credit card holder.

**Cardholder Phone:** Enter the phone number for the credit card holder. They will be contacted if there are issues processing payment.

**Cardholder Fax Number:** Enter the fax number for the credit card holder.

**Billing Street Address:** Enter the applicable billing address for the credit card.

**City:** Enter the applicable city for the credit card.

**State:** Enter the applicable State for the credit card.

**ZIP:** Enter the applicable zip code for the credit card.

**Cardholder Email Address (REQUIRED):** Enter the email address for the credit card holder.

**Authorized Cardholder Signature:** Enter the electronic signature of the cardholder.

**D. Agency Information**

**Agency Code:** This is a required field. Enter your Agency Code.

**Agency Location Code (ALC):** This is a required field. Enter your Agency Location Code.

**Agency Name:** Enter the Agency name.

**Agency Point of Contact (POC):** Enter a point of contact NFC can reach out to with questions about the student and/or registration.

**POC Office Phone Number:** Enter the phone number for the point of contact.

**POC Email Address:** Enter the email address of the point of contact.

**E. Student Information:** Enter up to 15 students contact information. This information will be used by the Training section to register the students for the class. This is also the email address that will be used to send the student all communication, resources, and applicable links for attending the class.

**Student Name:** This is a required field. Enter the student's first and last name

**Office Fax Number:** Enter a fax number for the student (if applicable).

**Student Email Address:** This is a required field. Enter an email address for the student. Please check and verify all student email addresses for accuracy. This is the official means of communication to distribute class invitations and training materials.

**Student Office Number:** This is a required field. Enter a telephone number for the student.