



Quality CNA Training LLC - Wisconsin
 Fitchburg | Fond du Lac | Green Bay | Kaukauna | La Crosse
 Madison | Manitowoc | Milwaukee | New Glarus | New London
 Sheboygan | Waunakee | Waupaca | West Salem

Student Funding Voucher Form

Thank you for choosing Quality CNA Training, LLC (QCNAT) to train your employees/clients/students! If you are providing funding for students, this form must be completed in order to provide you with accurate invoicing. This form also outlines our cancellation and refund policies. As a facility/organization sponsoring students, you must agree to the fees and policies outlined below for each of your students. We rely on our training partners to pay all invoices within fifteen (15) days of receipt unless otherwise prearranged. If you are interested in direct deposit, contact us and we will provide you with an ACH form.

Invoice Information

Name of Facility/Organization as it Should Appear on Invoice: _____

Send Invoices Attention to: _____ PO Number (if needed): _____

Any other information needed on the invoice: _____

Email Address Invoices Should be Sent to: _____

Facility/Organization Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Fees, Cancellations, and Refund Policies

- Class Fees:** I agree to be invoiced the current tuition of \$650 for the Quality CNA Training program for any students I provide an email confirmation for, and if requested, the \$125 Headmaster State Exam fee.
- Registration Fee:** QCNAT registration closes 2 weeks prior to the class start date. Once we receive and process your student's application, you will receive an email confirmation that the student has been "registered and placed on the roster." Once this email confirmation is sent, \$100.00 of the total student tuition is non-refundable.
- Cancellation and Refund Policy:** I understand that to qualify for a refund of invoiced or paid class fees, I must notify Tanya Christianson, Student Services Director, at Tanya@QualityCNATraining.com to withdraw or remove my student from the program. A student who is withdrawn from the program fifteen (15) or more days before the class start date will receive a total refund of \$550. Students withdrawn four (4) to fourteen (14) days before the class start date will receive a total refund of \$325. Students withdrawn less than three (3) days before the first day of class will not receive a refund. If QCNAT is NOT notified of the student withdrawal or the student is a "No Show," you are not eligible for a refund and will be invoiced the full amount of tuition.
- Transfers:** The Cancellation and Refunds Policy above also applies if a student requests to transfer into a different class. In the event of extenuating circumstances, students must provide proper documentation to be eligible for a waiver of the fees to be transferred into a future class.
- Dismissed/Failed:** If your student is dismissed from the course or officially fails the course, you are not eligible for a tuition refund. All testing fees will be credited to the account or will be refunded.

By signing below, you are agreeing to the above Fees, Cancellations, and Refund Policies. You are also agreeing to pay all invoices within fifteen (15) days of receipt unless otherwise prearranged.

 Facility/Organization Representative Signature

 Facility/Organization Representative Name (Please Print)

 Facility/Organization Representative Title

 Facility/Organization Representative Phone

Date: _____

Please scan and email this form to Tanya Christianson at Tanya@QualityCNATraining.com.