



Vermont Victim Assistance Academy

Participant Payment Form

2019 / 2020 Program

Participant Name: _____ Date: _____

Email: _____ Phone: _____

Payment Instructions:

Please make check or money order payable to **Vermont Center for Crime Victim Services**. We cannot accept payments via cash or credit card

Mail To: The Center for Crime Victim Services, attn: VVAA at 58 South Main Street, Waterbury, VT 05676

State Employees: For questions about payment instructions for state employees, please contact Financial Manager, Carol Brochu at (802)241-1250 x 107, or carol.brochu@ccvs.vermont.gov

Federal Tax ID #: 03-6000264

Business Unit #: 02160

\$100 Enrollment Fee:

An Enrollment Fee of \$100 must be postmarked on or before **Friday, September 20** to confirm your enrollment with the 2019-2020 program. This fee is not eligible for a waiver, and is non-refundable. **The tuition balance is due on September 30th – the first day of the VVAA.**

Is the \$100 Enrollment Fee included in this payment? Yes No Paid Previously

\$150 Course Fee:

A Course Fee of \$150 can be included with payment of the Enrollment Fee, either in part or in full. We will also accept payment of Course Fees in person, at the start of Session I. The Course fee is eligible for a waiver and may be refundable in circumstances approved by staff of the Vermont Center for Crime Victim Services. ***If you have previously enrolled in the VVAA and then cancelled at the last minute or were a "no show", we will require full payment in advance and there will not be an option for waiver or reimbursement.***

Please select one of the following:

- I did not request a Course Fee Waiver.
- I requested a full Course Fee Waiver in the amount of \$150.**
- I requested a partial Course Fee Waiver in the amount of \$ _____.

Please indicate the fee amounts included in your current payment:

Total amount included with this payment: \$ _____	
Fee Type	Amount \$
Enrollment Fee (\$100)	\$
Course Fee (\$150)	\$

Participant Signature: _____ Date: _____

**** If you are requesting a course fee for the remaining \$150 course fee, please write several sentences about why you need to have the fee waived. We will read each application for waiver and respond appropriately.**