

TEXAS WORKFORCE COMMISSION
Career Schools and Colleges
Fee Sheet

A separate fee sheet is required for each school and for each check you include.

Instructions: Please indicate below the amount and purpose of each fee you are conveying with this fee sheet. Please feel free to copy this form as many times as necessary. *(Please type or print)*

School #: _____ Phone: _____ Today's Date (mm/dd/yy): _____
 School Name: _____
 School Location: _____
 Mailing Address: _____
 School e-mail: _____
 School Director: _____

Total amount of money you transmit with this check and fee sheet: \$ _____

CERTIFICATES:

	(Enter Amount)	Code
<input type="checkbox"/> \$3000 Original Certificate (Large School)	= \$ _____	(or) (101)
<input type="checkbox"/> 1st pmt. <input type="checkbox"/> 2nd pmt. <input type="checkbox"/> 3rd pmt. <input type="checkbox"/> 4th pmt.	= \$ _____	
<input type="checkbox"/> 10% service charge for partial payment	= \$ _____	(199)
<input type="checkbox"/> \$1001 Original Certificate (Small School)	= \$ _____	(or) (113)
<input type="checkbox"/> 1st pmt. <input type="checkbox"/> 2nd pmt. <input type="checkbox"/> 3rd pmt. <input type="checkbox"/> 4th pmt.	= \$ _____	
<input type="checkbox"/> 10% service charge for partial payment	= \$ _____	(199)
<input type="checkbox"/> Annual Renewal (<i>Partial pmt only allowed for amt > \$1,000</i>)	= \$ _____	(106)
<input type="checkbox"/> 1st pmt. <input type="checkbox"/> 2nd pmt. <input type="checkbox"/> 3rd pmt. <input type="checkbox"/> 4th pmt.	= \$ _____	
<input type="checkbox"/> 10% service charge for partial payment	= \$ _____	(199)
<input type="checkbox"/> 10% penalty for late renewal (\$200.min./\$1000.max.)	= \$ _____	(107)
<input type="checkbox"/> Change in Owner Certificate (\$3000. Lg. Sch./\$1001. Sm. Sch.)	= \$ _____	(or) (102)
<input type="checkbox"/> 1st pmt. <input type="checkbox"/> 2nd pmt. <input type="checkbox"/> 3rd pmt. <input type="checkbox"/> 4th pmt.	= \$ _____	
<input type="checkbox"/> 10% service charge for partial payment	= \$ _____	(199)
<input type="checkbox"/> Late partial pmt. penalty (50% of total amount + balance due)	= \$ _____	(198)

COURSES, INSTRUCTIONAL STAFF AND REPRESENTATIVES:

_____ @ \$225 Regular additional program(s) - names: _____	= \$ _____	(201)
_____ @ \$35 Seminar and workshop additional program(s) - names: _____	= \$ _____	(202)
_____ @ \$20 Instructor application(s) - names: _____	= \$ _____	(203)
_____ @ \$20 Dir., Dir. of Education application(s) - names: _____	= \$ _____	(204)
_____ @ \$90 Original representative(s) registration - names: _____	= \$ _____	(301)
_____ @ \$45 Renewal representative(s) - names: _____	= \$ _____	(302)
_____ @ \$15 School name/address change for rep.(s) - names: _____	= \$ _____	(303)
_____ @ \$15 Personal name/address change for rep.(s) - names: _____	= \$ _____	(304)

OTHER:

<input type="checkbox"/> \$150 Change in name of school	= \$ _____	(108)
<input type="checkbox"/> \$150 Change in name of school owner	= \$ _____	(109)
<input type="checkbox"/> \$270 Change in address of school	= \$ _____	(110)
<input type="checkbox"/> \$375 Classroom facility separate from main campus	= \$ _____	(111)
<input type="checkbox"/> \$600 On-site investigation of substantiated complaint	= \$ _____	(112)
<input type="checkbox"/> Interest penalty for late refunds	= \$ _____	(200)
<input type="checkbox"/> Other penalty (<input type="checkbox"/> Late Reporting Penalty = \$750)	= \$ _____	(300)
<input type="checkbox"/> Other penalty: _____	= \$ _____	(300)
<input type="checkbox"/> Tuition Trust Account	= \$ _____	(104)

Use a separate fee sheet for each school location.

Make checks payable to TWC Career Schools and Colleges & mail with this fee sheet to:

**Texas Workforce Commission
 Career Schools and Colleges –
 Controller
 101 East 15th Street
 Austin, Texas 78778-0001**

TWC USE ONLY

 TWC Receipt Number

 Date Received

 Verified

 Total for this check and sheet

Used	Remaining
------	-----------

Used	Remaining
------	-----------

Used	Remaining
------	-----------

Used	Remaining
------	-----------

Completed forms, inquiries, or corrections to the individual information contained in this form shall be sent to the TWC Career Schools and Colleges, 101 East 15th Street, Room 226T, Austin, Texas 78778-0001, (512) 936-3100.

Individuals may receive and review information that TWC collects about the individual by emailing to open.records@twc.state.tx.us or writing to TWC Open Records, 101 E. 15th St., Rm. 266, Austin, TX 78778-0001.