Human Resources
Training Class - Personal Payment Form
(Not Used for Departmental Fund Transfer) (* - Required Information)

Section I – Applicant

*WWU ID: _______________  *Name: _______________________________  *Date: _________

*Department: __________________________________________________________

*Phone: _______________  *Mail Stop: __________________________

*Email: _____________________________________________________________

Class Information

*Class Title: __________________________________________________________

*Class Date/Time: __________________________________________  *Class Fee: ______________

Applicant Instructions:
1. Complete the online registration at the WWU Training website (https://west.wwu.edu/training/)
2. Complete Section I above
3. Submit this form along with payment to:
   Student Business Office (OM110)/ Bellingham, WA 98225-9004

Section II – WWU Cashier

Cashier Instructions:
1. Deposit funds to FIHRTD-G338
2. Attach duplicate receipt to this form and forward to:
   Human Resources, Training and Development
   Mail Stop 9054 / 516 High Street / Bellingham, WA 98225-5996

Section III – Training and Development

Date Received: ______________________________

Date Processed: ____________________________

Processed by: ______________________________