# North Carolina Accounting System Training

# Student Registration Form

**Office of the State Controller** **Raleigh, North Carolina**

***This form must be signed by your supervisor and/or the Training Coordinator. Complete form in its entirety. Incomplete forms will delay processing.***

## TRAINEE INFORMATION

Name: _____ _____ _____
First M.I. Last

E-Mail _____

Job Title/Position _____

**Length of time in Position:** _____

## AGENCY INFORMATION

Agency: _____ Department: _____

Phone #: Area Code: (____) _____ Fax #: Area Code: (____) _____

## COURSE INFORMATION

***You will be notified of the FIRST AVAILABLE class.***

***Sending this form DOES NOT guarantee you a seat in class.***

***Effective April 1, 2009, the Office of the State Controller is no longer offering CPE accreditation for NCAS classes. Certificates of Completion will be provided.***

Number / Course Title: _____

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**List your current relevant job duties:**

***My agency agrees to pay a $125.00 cancellation fee if this student cancels their registration within five (5) business days of the scheduled class. SEE CANCELLATION POLICY.***

_____ _____
Supervisor's Signature Training Coordinator's Signature

Date:_____ Date:_____

## FAX Completed Form to: 919-431-6593

If you have questions, contact the OSC/NCAS Training Coordinator at
(919) 707-0647 or 707-0656

Revised: 7/23/2009

# OSC/NCAS Training Cancellation Policy
# Effective September 2008

- If registration for a NCAS Training class is not canceled at least **five (5) business days** prior to a class, the student's agency will be charged a fee of $125 per student cancellation.

- If a student cancels a class registration up to five (5) business days prior to the class, no cancellation fee will be charged for the class.

- An agency may substitute an acceptable replacement if approved in advance by the NCAS Training Coordinator. An acceptable replacement is one who:

  - Has not taken the class previously;
  - Meets the prerequisites of the class; and
  - Will use the training in his current job.

- The OSC will not accept illness as an excuse for missing a class unless one of the following terms are met:

  - The NCAS Training Coordinator is notified, either by phone or email, by the Agency Training Coordinator that the confirmed student is sick and will not be attending class.
  - The notification must be received no later than 8:30 a.m. the day of the scheduled class.
  - The NCAS Training Coordinator may require a doctor's note to substantiate the illness for failing to notify prior to 8:30 a.m. of the scheduled class.

- The OSC requires a minimum of eight students in a class unless waived by the NCAS Training Coordinator.

- To cancel a registration.

  - **Extenuating/Emergency Circumstances:**
    If a student is unable to attend class because of a personal emergency and does not have the NCAS Training Coordinator's contact information, the student must contact their immediate supervisor.
    ***Their supervisor is responsible for contacting the NCAS Training Coordinator of the circumstances.***

- If you need to be reached during the class, call the numbers below and leave a message. The message will be delivered to you in class.

**NUMBERS TO CALL:**

To cancel within cancellation period,
to substitute a student, or to cancel due to illness:
(919) 707-0647 or (919) 707-0656
OR
Email: OSC.BEACON.Training@osc.nc.gov

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