



### 3rd Party Billing & Enrollment Form

Workforce Training – wtce@cei.edu – 208.535.5345  
1600 S 25th E – Idaho Falls, ID 83404 – www.cei.edu/wft

CEI may submit an invoice for payment to the below company for the enrollment fees of employee(s). The company will be invoiced on a monthly basis. Invoicing will include course registrations that started during the billing period.

- You will be given the refund policy for each course at the time of registration.
- There are net 30 payment terms on all invoices. Failure to pay will result in the invoice being sent to collections and the ability to hold an account or be invoiced will be denied.
- We reserve the right to deny accounts and invoicing to any company. If that happens, payment will be due at the time of registration.

#### Billing Information

Company: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Billing Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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**Billing Authorization Signature**

Date