



Pennsylvania Bankers Association
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In-Bank Course Administrator Worksheet

Name: _____
 Job Title: _____
 Bank Name: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Email: _____ Daytime Phone: _____

IN-BANK COURSE(S) POLICY AND PROCEDURES

Bank responsibilities

- Select course
- Select & pay instructor
- Purchase textbook(s) & instructor manual(s)
- Provide location

PA Bankers responsibilities

- Register students & provide roster
- Order textbooks & ship to bank
- Keep records & unofficial transcripts
- Provide certificates of completion (if requested)

IN-BANK COURSE(S) FEE WORKSHEET – one form for each course; payment must accompany form

Number of students	
Textbook price \$ _____ x 6% sales tax	x
Cost = students x textbooks	
PA Bankers Fee:	
Number of students _____ x student tuition fee** _____	+
**Student tuition fees: <i>Up to 15 students=\$150/student; 16-24 students=\$125/student; 25+ students=\$100/student includes textbook S&H, recordkeeping and certificates</i>	
IN-BANK COURSE TOTAL	\$

NOTE: Students must complete a separate PA Banker In-Bank Course Registration Form for each course; required for PA Banker recordkeeping purposes.

Course Name: _____
 Instructor Name: _____
 Book Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Start Date: _____ End Date: _____
 # of credits: ¼ ½ 1 2 3

*Payment and individual In-Bank course registration forms for each student **must** accompany the In-Bank Course Administrator Worksheet 10 business days before the start date to allow for textbook ordering and drop shipment to the bank and other administrative duties.*

Credit card payment: VISA or MasterCard only

Name on card: _____
 Credit card number: _____ Exp. Date: _____

For internal use only: Date: _____ Check #: _____ Amount: \$ _____