

## 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.wvu.edu/training/>)
2. Complete Section I above
3. Submit this form along with payment to:  
WWU Cashier / OM245  
516 High Street / Bellingham, WA 98225-9004

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### *Section II – WWU Cashier*

#### Cashier Instructions:

1. Deposit funds to **FIILT-G338**
2. Attach duplicate receipt to this form and forward to:  
Human Resources, Training and Development  
Mail Stop 5221 / 516 High Street / Bellingham, WA 98225-5996

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### *Section III – Training and Development*

Date Received: \_\_\_\_\_

Date Processed: \_\_\_\_\_

Processed by: \_\_\_\_\_