

Return this form to:

Pennsylvania Bankers Association  
Attn: Jackie Catalano  
3897 North Front Street  
Harrisburg, PA 17110  
Tel: (717) 255-6939  
Fax: (717) 230-8786



**IN-BANK COURSE - Administrator Worksheet Form**

Name <i>(include middle initial)</i>		E-mail	
Job Title			
Financial Institution Name		Phone	Fax
Mailing Address (Street Address Only)			State Zip
Internal Mail Code/Cost Center Code/RC# (if applicable)			

**IN-BANK COURSE(S) POLICY & PROCEDURES**

**Bank Responsibilities:**

- Select Course
- Select & Pay Instructor
- Purchase Textbook (s) & Instructor Manual (s)
- Provide Location

**PBA 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

# of Students \_\_\_\_\_ x Textbook Price \$\_\_\_\_\_ x 6% Sales Tax = \$\_\_\_\_\_ +

**\*\* IN-BANK Tuition Fees**

- Up to 15 Students - \$150/student
- 16 - 24 Students - \$100/student
- 25 or more Students - \$90/student

**PBA Fee**

(Includes Textbook S&H, Record Keeping and Certificates) = # of Students \_\_\_\_\_ x \$ 150 = \$\_\_\_\_\_

*\* Each student must complete a separate PBA In-Bank Student Course Registration Form for each course for PBA Record Keeping Purposes.*



**IN-BANK COURSE TOTAL = \$\_\_\_\_\_**  
Payment to accompany this form

Course Name:	Instructor Name:	Location:	Start Date:	# Of Credits: [circle one:]
	Book Mailing Address:	<input checked="" type="checkbox"/> In-Bank Course	End Date:	1/4    1/2
				1    2    3

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

