

# Fee Sheet

## Texas Workforce Commission – Career Schools and Colleges

**A separate fee sheet is required for each school and for each check you include.**

Indicate below the amount and purpose of each fee. Send required paperwork and **ONE** check for **ALL** items for **EACH** location. (*Type or print*)

School #: S \_\_\_\_\_ School Phone : \_\_\_\_\_ Today's Date (mm/dd/yyyy): \_\_\_\_\_

Name of School: \_\_\_\_\_

Physical Address: \_\_\_\_\_

\_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Total amount of money you transmit with this check and fee sheet: \$** \_\_\_\_\_

**CERTIFICATES:**

	<u>Amount</u>	<u>Code</u>
<input type="checkbox"/> \$3000 (Large School) Original Certificate or Change of Ownership or Small to Large School fee	= \$ _____	(101)
<input type="checkbox"/> 1st pmt. <input type="checkbox"/> 2nd pmt. <input type="checkbox"/> 3rd pmt. <input type="checkbox"/> 4th pmt.	= \$ _____	(101)
<input type="checkbox"/> 10% service charge for partial payment	= \$ _____	(199)
<input type="checkbox"/> \$1001 (Small School) Original Certificate or Change of Ownership	= \$ _____	(113)
<input type="checkbox"/> 1st pmt. <input type="checkbox"/> 2nd pmt. <input type="checkbox"/> 3rd pmt. <input type="checkbox"/> 4th pmt.	= \$ _____	(113)
<input type="checkbox"/> 10% service charge for partial payment	= \$ _____	(199)
<input type="checkbox"/> Annual Renewal (Installment payment only for fees greater than \$1000)	= \$ _____	(106)
<input type="checkbox"/> 10% penalty for late renewal	= \$ _____	(107)
<input type="checkbox"/> 1st pmt. <input type="checkbox"/> 2nd pmt. <input type="checkbox"/> 3rd pmt. <input type="checkbox"/> 4th pmt.	= \$ _____	(106)
<input type="checkbox"/> 10% service charge for partial payment	= \$ _____	(199)
<input type="checkbox"/> Late Installment Payment Penalty	= \$ _____	(198)

**COURSES, INSTRUCTIONAL STAFF AND REPRESENTATIVES:**

_____ @ \$225 Program(s) – name(s): _____	= \$ _____	(201)
_____ @ \$35 Seminar and workshop additional program(s) – name(s): _____	= \$ _____	(202)
_____ @ \$20 Instructor application(s) - name(s): _____	= \$ _____	(203)
_____ @ \$20 Dir., Dir. of Education application(s) - name(s): _____	= \$ _____	(204)
_____ @ \$90 Original representative(s) registration - name(s): _____	= \$ _____	(301)
_____ @ \$45 Renewal representative(s) – name(s): _____	= \$ _____	(302)
_____ @ \$15 School name or school address change for rep(s) - name(s): _____	= \$ _____	(303)

**OTHER:**

<input type="checkbox"/> \$150 Change in name of school	= \$ _____	(108)
<input type="checkbox"/> \$150 Change in name of school owner	= \$ _____	(109)
<input type="checkbox"/> \$270 Change in address of school	= \$ _____	(110)
<input type="checkbox"/> \$375 Classroom facility separate from main campus	= \$ _____	(111)
<input type="checkbox"/> \$600 On-site investigation of substantiated complaint	= \$ _____	(112)
<input type="checkbox"/> Interest penalty for late refunds	= \$ _____	(200)
Late Reporting Penalty:		
<input type="checkbox"/> CPE	= \$ _____	(300)
<input type="checkbox"/> Financials	= \$ _____	(300)
<input type="checkbox"/> Other	= \$ _____	(300)
<input type="checkbox"/> Tuition Trust Account	= \$ _____	(104)

Make checks payable to TWC Career Schools and Colleges & mail with this fee sheet to:

**Texas Workforce Commission  
Career Schools and Colleges -  
Controller  
101 East 15th Street  
Austin, Texas 78778-0001**

**TWC USE ONLY**

\_\_\_\_\_  
TWC Receipt Number

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

\_\_\_\_\_  
Verified by

\_\_\_\_\_  
Total for this check and sheet

Used _____	Remaining _____
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Used _____	Remaining _____
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Used _____	Remaining _____
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Used _____	Remaining _____
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Used _____	Remaining _____
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Used _____	Remaining _____
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Used _____	Remaining _____
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