

Tuition Billing Process

NORTHERN ROCKIES TRAINING CENTER
5765 West Broadway Street
Missoula MT. 59808-9361

The Northern Rockies Training Center (NRTC) is required to have, on file and prior to the start date, either a completed SF-182 or a Credit Card to finalize the agency tuition billing process.

NRTC will send an email, attaching the correct form to be filled out, to all selected students who are required to pay tuition using one of the forms mentioned below (*). Please fill out **only** the form for your method of billing (not both) and **only** when you have been selected to attend the course.

(*) NOTE: Tuition paying agencies, tuition amounts and method of payment varies depending on the course/refresher/workshop being presented and agency agreements. Please refer to the selection memo that you received or on the website (Rosters) at:

http://www.nationalfiretraining.net/nr/selections_completions_nominations.html

Forest Service Students: **SF-182** is the only means of tuition payment. Please fill out the SF-182 that you receive via Email.

Mail the completed form to NRTC, Attention: Rosie LeMire, NRTC, 5765 West Broadway Street, Missoula, MT 59808-9361 or Fax: 406-329-4922 or email: rlemire@fs.fed.us

Non Forest Service Students: **Credit Card** is the only means of tuition payment for non Forest Service students. Please fill out the credit card form that you receive via Email, in its entirety.

Mail the completed form to NRTC, Attention: Rosie LeMire, NRTC, 5765 West Broadway Street, Missoula, MT 59808-9361 or Fax: 406-329-4922 or call with your information: 406-329-4986 . Your credit card will not be charged until the student signs in the first day of class or is a late cancellation.

Please be aware of the cancellation policy:

http://nationalfiretraining.net/nr/policies_information.html

If you have any questions concerning the billing process please contact the Northern Rockies Training Center, Rosie LeMire, directly at (406) 329 4986.