**Finance & Administration Certificate Training**

**\*\*REFRESHER ONLY\*\***

**INTENT TO ENROLL – FACT 2015-16**

**Tuesday afternoons, October 20 – November 17 1:30-4:30 pm**

***ALL CLASSES HELD IN WINE-PRICE, PATHWAYS TRAINING CENTER***

Participant Name: Department:

Email: Phone: MSC:

Supervisor’s Name: Email: Phone:

Briefly describe why you would like to participate in the refresher:

Are you currently a “fiscal contact”? Yes or No

If yes, list one of the Deptids for which you are the fiscal contact:

Participation as a refresher in the 2015-16 FACT cohort will be determined based on the following criteria:

* Participant’s on-going active participation in the Finance Forum
* Date completed application is received
* **Priority will be given to new participants, refresher participants determined on space available basis**
* Indicate date you completed FACT Certification:

Indicates dates you wish to attend:

 Oct 20th Oct 27th Nov 3rd Nov 10th  Nov 17th  ALL

Signatures below indicate understanding that participants will be learning about various areas of administration and finance in addition to those functions applicable to current job responsibilities. This also represents commitment to complete the course (including obtaining any missed information from fellow participants or course leaders, **there are no make-up sessions**)

Participant Signature: Date:

Supervisor’s Approving Signature: Date:

*Return this completed Intent to Enroll form* ***& the required MyMadison Training Summary*** *showing continued Finance Forum* *participation,* to the Cash & Investments Office, attention Ramona Stevens, MSC 5711. Enrollment will be handled by Finance; you will not be able to self-enroll via MyMadison