



PENN FOSTER

Business and Industrial Division
925 Oak Street
Scranton, PA 18515
Tel 1-800-233-0259
Fax (570) 343-3620
www.WorkforceDevelopment.com

We recently received full payment for your course. Thank you.

You have requested shipment of all materials in your program. We are in the process of handling your request.

Before we can release the complete shipment, we require you to sign the Waiver of Cancellation Refund provided at the bottom of this letter. As soon as this letter, with the signed Waiver, is returned to us the balance of your course will be shipped to you.

Waiver of Cancellation Refund

I understand that when I receive all my course materials I will not be entitled to a refund of tuition should I decide to cancel or if my course is cancelled by the School, due to failing grades.

Student Number _____

Student Signature _____

Date _____

Course _____

This form may be faxed or mailed to Penn Foster.