

Student – If you must pay by Check – Procedure.

- 1. Complete the Class Request Form**
- 2. In the Comments, state that you are Mailing the Check for enrollment.**
- 3. Print 2 copies of the form (Ctrl P) – page 1 only.**
- 4. Select “Manual Payment” at Checkout.**
- 5. The request form will be sent to LTRGV to let me know that you are in process.**
- 6. Mail the Check with a copy of the form to LTRGV (within 3 workdays)**
Attn: John Combs
4137 N Minnesota St.
Harlingen, TX 78550
- 7. When the Check is received, LTRGV will process you for attendance in the requested Class.**
- 8. In the Check does NOT arrive in 3 workdays, the request will not be processed.**

John Combs, Instructor