



INFORMATION BULLETIN

SFT Course Payments

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OVERVIEW

State Fire Training (SFT) requires course payments to be paid in full at the time of invoicing. This Information Bulletin provides an overview of acceptable course payment types and provides insight into the future of fee payments.

COURSE PAYMENTS

The current SFT Procedures Manual states that students shall pay all course registration and materials fees to the Registered Instructor or host agency. The full procedure states:

5.1.10: PAYMENT

5.1.10.1: Student Fees

A. Students shall pay all course registration and materials fees to the Registered Instructor or host agency.

5.1.10.2: Invoicing

A. After SFT receives the returned course materials, the CAL FIRE Accounting Department shall send an invoice to the name and address listed in the "Bill To" section of the CFSTES/FSTEP Course Request for Course Scheduling form.

B. The invoice is due and payable upon receipt.

C. The invoiced individual or agency shall submit one check payable to CAL FIRE.

SFT shall not accept partial payments from the Registered Instructor or Host Agency or individual payments from students towards an invoiced course. If SFT or CAL FIRE Department of Accounting receives a payment that does not comply with the requirements as stated above the payment received will be sent back and the invoice will remain unpaid.

FUTURE COURSE PAYMENTS

SFT is investing in a new digital payment and automated invoicing process that will allow Registered Instructors and Host Agencies to pay for a course upon completion through the SFT User Portal using card payments. Those with proper permission will be able to view, download and/or pay the invoice(s) directly through the system eliminating the need to wait for invoice generation.