



OSHA Training Institute Southwest Education Center

Phone: 800-SAFE-811 (800-723-3811) Website: teex.org/itsi Fax: 979-458-1426

Mailing Address: TEEX-ITSI, PO Box 40006, College Station, TX 77842-4006

Shipping Address: TEEX-ITSI, 200 Technology Way, College Station, TX 77845-3424



DO NOT EMAIL THIS FORM

For your security and ours, TEEX cannot accept personal information such as social security numbers or credit card information via email.

Fill Out Registration Form. (Photocopies can be made for additional participants.) GSA Eligible? Yes No

Participant Name *TEEX Student ID** (or Full Social Security Number*)*

| <i>Course #</i> | <i>Course Name</i> | <i>Class Location</i> | <i>Class Date</i> | <i>Class Fee</i> |
|--------------------|--------------------|-----------------------|-------------------|------------------|
| Organization _____ | | Supervisor Name _____ | | |
| Address _____ | | City/State/Zip _____ | | |
| Phone _____ | | Fax _____ | | |
| Email _____ | | | | |

NOTE: Are you licensed by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE)? If so, enter your **PID#** _____

NOTE: Are you a water/wastewater worker licensed by the Texas Commission on Environmental Quality (TCEQ)? If so, enter your **TCEQ License#** _____

*Section 7(b) of the Privacy Act of 1974 (5 U.S.C. 552a) requires that when any federal, state or local government agency requests an individual to disclose his or her social security account number (SSN), that individual also must be advised whether that disclosure is mandatory or voluntary, by what statutory or other authority the number is solicited and what uses will be made of it. (Call 800-SAFE-811 or 800-723-3811 for full privacy statement.) ** New students will receive a student ID number from TEEX.

Transfers, Cancellations, and Refund Policy

If you cannot attend a class, you MUST contact TEEX in advance to either transfer or cancel your registration. Please refer to the transfer, cancellation, and no-show policy listed below.

Transfers:

- Transfers to another scheduled class (or from one customer to another) are accepted at any time before the start of the class at no charge.
- Customers are encouraged to transfer to a future scheduled class of the same course.
- If the customer cannot transfer to a scheduled class of the same course, then he/she may transfer to another class of a different course and receive either a refund or pay the difference between the two class fees (if applicable).
- If the customer cannot attend any scheduled class, then the Cancellation/Refund Policy is in effect.

Cancellations:

- TEEX will provide a full refund if you cancel 15 or more calendar days before the start of the class.
- Cancellations received 14 calendar days or less before the start of the class will be charged a fee of 10% of the class tuition.
- If TEEX cancels a class, customers will be offered: 1) a transfer to a scheduled class of the same course; 2) a transfer to another class of a different course (customers will receive either a refund or pay the difference between the two class fees, if applicable); 3) a full refund.

No Shows: Registered participants who do not contact TEEX in advance to cancel their registration and do not attend their scheduled class will be charged the entire class fee.

eLearning/Home Study Courses: Refunds are not available for eLearning or home study courses, nor may the course be transferred from one customer to another.

With few exceptions, you have the right to request, receive, review and correct information about yourself collected using this form.

Payment Information — Advance registration is required. Payment must accompany registration.

Total Amount Due \$ _____

Arrange payment by one of the following methods:

1. ***Check/Money Order/Cashier's Check enclosed payable to TEEX - (Please add course number, course name, and course date)
2. Purchase Order (Copy of official and signed company PO must be attached. TEEX will send you an invoice)
3. Credit Card
 - MasterCard VISA American Express Discover PIN-less Debit Card

(Print) Name on card _____ Last 4 Digits of card number: _____

Signature _____

Ad Code: R12RB1

TEEX CUSTOMER CARE

FOR CUSTOMER SECURITY: REQUIRED INFORMATION BELOW WILL BE DESTROYED ONCE PAYMENT IS PROCESSED

TEEX CUSTOMER CARE

CUT AND SHRED ALL BELOW

CUT AND SHRED ALL BELOW

Credit Card #: _____ Expiration Date: _____ (MM/YY)

***By sending your check, please be aware that you are authorizing the Texas Engineering Extension Service (TEEX) to make a one-time electronic debit from your account at the financial institution on your check. This electronic debit will be for the amount of the check; no additional amount will be added to the amount and ALL transactions will remain secure. Please contact TEEX's Financial Services Department at 979-458-6906 to learn about other payment options if you prefer NOT to have your check used in this way. We value your business and appreciate your selecting TEEX for your training needs.