

## Student Registration Form- Licensing Courses

Your name will appear on your certificate as written. Please use your legal name and type or print clearly.

Basic County Corrections		Public Safety Telecommunicator		Basic Jail Certification for Texas Peace Officers			
<b>STUDENT INFORMATION</b>							
<small>*Social Security Number (SSN) is used for record keeping purposes only and TCOLE credit (if applicable).</small>							
Last Name:		First Name:		Middle Initial:	Suffix:		
Date of Birth:	TEEX Student ID #:	OR	Last 4 of SSN#:	OR	FEMA SID #:		
U.S. Citizen?	Yes	No	Student E-Mail:	Veteran?	Yes	No	TCFP FIDO#:
<b>AFFILIATION INFORMATION</b>							
Agency Name:			Position/Title:				
Mailing Address:							
City:		State:		Zip Code:			
Email Address:		Phone #:		Fax #:			
Preferred Mailing Address (if different than above):							
City:		State:		Zip Code:			
<b>TCOLE (TEXAS COMMISSION ON LAW ENFORCEMENT) - TEXAS PARTICIPANTS ONLY</b> ENSURE THAT YOU HAVE INCLUDED YOUR DATE OF BIRTH IN THE STUDENT INFORMATION SECTION ABOVE.					TCOLE PID#:		

### TRANSFER AND CANCELLATION POLICY

If you cannot attend a class, you must contact the program representative of the course you registered for in advance to either transfer or cancel your registration.

Please refer to the Transfer, Cancellation/Refund, and No-Show Policies 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. However,

- 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); or
- If the customer cannot attend any scheduled class, then the Cancellation/Refund Policy is in effect.

**Cancellations/Refunds**

- 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.
- Once a transfer has been made, any cancellation of the course will be treated as less than 15 days.
- 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 Courses:** Refunds are not available for eLearning courses, nor may the course be transferred from one customer to another.

**Veterans:** Cancellations or refunds must follow the current Veterans Administration requirements. Contact the TEEX Veterans Liaison for assistance.

**Privacy Act and Policy:** All registrants for TEEX courses are advised that disclosure of a Social Security Number (SSN) is optional unless required for reporting purposes by the participant's occupation's certifying organization or grant/contract sponsor. The SSN is used to maintain accurate student records and to reliably report such data to supervisors or other agencies. A participant's SSN will not be disclosed to any other person(s) without your prior written consent. Section 559.003 of the Texas Government Code requires that all participants be informed that, with few exceptions, participants are entitled on request, to receive, review, and correct any information collected by use of this form. It is the policy of TEEX that all federal statutes will be followed pertaining to employment and recruitment of students without regard to race, sex, color, religion, national origin, age, or disability.

**I have read and understand the Registration and Refund Policies described above.**

Signature:	Date:
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