



# Infrastructure Training & Safety Institute

Phone: 800-SAFE-811 (800-723-3811) Website: www.teex.org/itsi Email: itsi@teexmail.tamu.edu Fax: 979-458-1426

Address: TEEX-ITSI, 301 Tarrow, College Station, TX 77840-7896

Fill Out Registration Form. (Photocopies can be made for additional participants.)

Ad Code: D10RC1

Participant Name \_\_\_\_\_

TEEX Student ID\*\* (or Full Social Security Number\*) \_\_\_\_\_

Course # _____	Course Name _____	Class Location _____	Class Date _____	Class Fee \$ _____
Organization _____		Supervisor Name _____		
Address _____		City/State/Zip _____		
Phone _____		Fax _____		
Email _____				

(For Water/Wastewater Personnel) TCEQ License # \_\_\_\_\_

**NOTE:** Are you licensed by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE)?

If so, enter your PID# \_\_\_\_\_

\*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.**

\*By sending your check, please be aware that you are authorizing 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 your check; no additional amount will be added to the amount and all transactions will remain secure. Please contact the Financial Services department at 979-458-6906 to learn about other payment options if you prefer not having your check processed as an electronic debit. We value your business and appreciate your selecting TEEX for your training needs.

### 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

Ad Code: D10RC1

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

Signature \_\_\_\_\_

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

Acct # \_\_\_\_\_ Expires \_\_\_\_\_

CCV# (3-digit number on the back of the card under the signature) \_\_\_\_\_