



# Infrastructure Training & Safety Institute

Please see our website <http://www.teex.org/itsi> to register for courses online. Simply type the number of the course into the Search Box and quickly access the convenient and secure online registration system.

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

**Ad Code: D09RB2**

<i>Participant Name</i>		<i>TEEX Student ID** (or Full Social Security Number*)</i>		
<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 _____				

\*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.**

## Submit Form

**FAX:**

979-458-1426

**STANDARD MAIL:**

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

**OVERNIGHT:**

**(DO NOT USE U.S. Post Office to overnight to address below)**

TEEX-ITSI  
TAMU Riverside Campus  
3100 State Highway 47, Bldg 7900  
Bryan, TX 77807

## 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

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

Signature \_\_\_\_\_

**Ad Code: D09RB2**

TEEX CUSTOMER CARE

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

TEEX CUSTOMER CARE

CUT AND SHRED

CUT AND SHRED

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

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

TEEX is EEO compliant. For more information, call 800-SAFE-811 (800-723-3811).