

STUDENT REGISTRATION

SWEMA TEXAS METER SCHOOL, OCTOBER 25 - 29, 2010

MAIL: Customer Care Center
 Infrastructure Training & Safety Institute
 Texas Engineering Extension Service
 "301 Varrow Street
 College Station, Texas 77840-7896

PHONE: 800-723-3811
FAX: 979-458-1426

Ad Code: Q10SA2

Please Print Clearly

FEES: School Participant - Courses EPP301, EPP303, & EPP305 - **\$255**.
 Course EPP307 & EPP310 - **\$280**.

SUPERVISOR

Name _____
 Title _____
 Organization _____
 Address _____
 City/State/Zip _____
 Telephone _____ E-mail _____

TEEX STUDENT ID (OR

STUDENT NAME <i>(Print name to appear on certificate.)</i>	FULL SOCIAL SECURITY No.)*	COURSE #	FEE**
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1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

*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 800-723-3811 for full privacy statement.) **Unemployed retirees receive complimentary registration.

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.

PAYMENT INFORMATION

Advance registration is required. Payment must accompany registration. Make check, cashier's check or money order payable to Texas Engineering Extension Service.

Arrange payment by one of the following methods:

1. Check enclosed – *(Please put course name and date on your check)*
2. Purchase Order – *(Copy of official company PO must be attached.) If you select method #2, you will receive an invoice from TEEX.*
3. Credit Card
 - MasterCard VISA American Express Discover

Name on card _____

Signature _____
ADMINISTRATION
 CUT AND SHRED
 ALL BELOW

_____ Expires _____

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

NOTE: With few exceptions, you have the right to request, receive, review and correct information about yourself collected using this form.
 TEEX is EEO compliant. For more information, call 800-723-3811. (Revised 1/10)