



# OSHA Training Institute Southwest Education Center

301 Tarrow • College Station, TX 77840  
Toll-Free: (800) 723-3811 • (800) 824-7303 | FAX: (979) 458-1426

Please see our website <http://www.teex.org/osha> 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.) **GSA-Eligible:**  YES  NO

Participant Name: \_\_\_\_\_ TEEX Student ID\*\* (or SSN\*) \_\_\_\_\_

Course # \_\_\_\_\_ Course Name \_\_\_\_\_ Class Location \_\_\_\_\_ Class Date \_\_\_\_\_ \$ \_\_\_\_\_ Class Fee \_\_\_\_\_

Organization: \_\_\_\_\_ Supervisor: \_\_\_\_\_

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 800-824-7303 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-OTISEC  
301 Tarrow  
College Station, TX  
77840-7896

**OVERNIGHT:**  
(DO NOT USE U.S. Post Office to overnight to address below)  
TEEX-OTISEC  
TAMU Riverside Campus  
3100 State Highway 47, Bldg 7900  
Bryan, TX 77807

**Payment Information –** Advance registration is required. Payment must accompany registration. Make check, cashier's check or money order payable to **Texas Engineering Extension Service (TEEX)**.

**Total Amount Due \$** \_\_\_\_\_

Arrange payment by one of the following methods:

- Check enclosed payable to **TEEX** - (Please add the course number, course name and course date on your check)
- Money Order
- Purchase Order (Copy of official and signed company PO must be attached. TEEX will send you an invoice)
- Credit Card
  - MasterCard       VISA       American Express       Discover

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

Signature \_\_\_\_\_

TEEX CUSTOMER CARE

**R09RA1**

TEEX CUSTOMER CARE

CUT AND SHRED

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

CUT AND SHRED

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

CCV# (7-digit number on the back of the card under the signature) \_\_\_\_\_

TEEX is EEO compliant. For more information, call 800-824-7303.

[www.teex.org/osha](http://www.teex.org/osha)