

# STUDENT REGISTRATION

ANNUAL SOUTHWEST ELECTRICAL METERING SCHOOL, OCTOBER 18-22, 2004

**MAIL:** TEPA Registrar  
Engineering, Utilities and Public Works Training  
Texas Engineering Extension Service  
301 Tarrow  
College Station, Texas 77840-7896

**PHONE:** 800-824-7303  
**FAX:** 979-458-1426  
**INFORMATION:** 979-845-6563

Please Print Clearly

## 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:

- Check enclosed – (Please put course name and date on your check)
- Purchase Order – (Copy of official company PO must be attached)
- Credit Card  
 MasterCard     VISA     American Express     Discover

Name on card \_\_\_\_\_

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

Signature \_\_\_\_\_

**If you select method #2, you will receive an invoice from TEEEX.**

State law requires that you be informed of the following: (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you.

## FEES

School Participant - **\$165** (\$195 after 10/4/04)

## SUPERVISOR'S NAME

Name \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_

STUDENT NAME (Print name to appear on certificate.)	SSN* #	COURSE #	FEE**
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

\*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.)

\*\*Unemployed retirees receive complimentary registration.)

TEEX is EEO compliant.

**TOTAL FEE \$** \_\_\_\_\_

## Refund/Cancellation Policy

NO refunds will be given for cancellations requested less than seven days before the first day of class. All refunds will be assessed a \$25 processing fee for courses priced under \$500 and a \$50 processing fee for courses priced above \$500. Should you have to cancel, you will be given the opportunity to transfer the registration fee in lieu of a refund. If we cancel a course, you will be given your choice of a full refund or transferring the course fee.