

# STUDENT REGISTRATION

ANNUAL SOUTHWEST ELECTRICAL METERING SCHOOL, OCTOBER 17-21, 2005

**MAIL:** Customer Care Center  
Engineering, Utilities and Public Works Training  
Texas Engineering Extension Service  
301 Tarrow Street  
College Station, Texas 77840-7896

**PHONE:** 800-824-7303

**FAX:** 979-458-1426

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 \_\_\_\_\_

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

Signature \_\_\_\_\_

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

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 - **\$195** (\$225 after 10/3/05)

## SUPERVISOR

Name \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

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

Telephone \_\_\_\_\_

STUDENT NAME (Print name to appear on certificate.)	SSN* #	COURSE #	FEE**
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 800-824-7303 for full privacy statement.)\*\*Unemployed retirees receive complimentary registration.

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

## TRANSFERS, CANCELLATIONS AND REFUND POLICY

If you cannot attend a class, you may contact TEEX in advance to transfer to a future session or you can transfer your seat to another person. A registrant may transfer twice without a service charge. Any additional transfers will be subject to a \$25 transfer fee.

If you must cancel attendance at a TEEX course, TEEX will provide a full refund if the cancellation is accomplished no later than 14 calendar days before the start of the class. Cancellations received less than 14 calendar days are subject to a cancellation fee of \$25 if the course is less than 40 hours in length. Courses that are greater than 40 hours in length are subject to a cancellation fee equal to 10% of the class tuition.

Registered participants who do not cancel and do not attend their scheduled sessions are liable for the entire tuition.

**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 800-824-7303.