

# Course Completion Materials Replacement Form

In order for Gallagher Bassett Technical Services, LLC to re-issue a course completion certificate or course completion card, your attendance and successful completion of our training program must first be verified\*. For course completion cards, the card must be current. A photo I.D. must be provided at the time the completion certificate or card is released.

## STUDENT INFORMATION

<b>NAME</b> <small>(AS IT APPEARS ON CERTIFICATE/CARD):</small>			
<b>ADDRESS</b>			
<b>EMPLOYER/AGENCY</b> <small>(AT TIME OF TRAINING, IF APPLICABLE):</small>			
<b>EMAIL ADDRESS</b>		<b>CONTACT PHONE NO.</b>	

\*GBTS reserves the right to decline a card duplication request if incomplete and/or inaccurate information is provided to locate original training record and if the card is expired.

## DUPLICATE MATERIALS REQUESTED (SELECT ALL THAT APPLY):

DUPLICATE CARD: <small>(\$20 FEE PER REQUEST)</small>		DUPLICATE CERTIFICATE: <small>(\$20 FEE PER REQUEST)</small>	
<p><b>SUSPENDED SCAFFOLD</b></p> <p><input type="checkbox"/> 16HR USER</p> <p><input type="checkbox"/> 8HR USER REFRESHER</p> <p><input type="checkbox"/> 32HR SUPERVISOR</p> <p><input type="checkbox"/> 8HR SUPERVISOR REFRESHER</p> <p><b>RIGGING</b></p> <p><input type="checkbox"/> 16HR WORKER</p> <p><input type="checkbox"/> 32HR SUPERVISOR</p>	<p><b>SUPPORTED SCAFFOLD</b></p> <p><input type="checkbox"/> 4HR USER</p> <p><input type="checkbox"/> 32HR INSTALLER/REMOVER</p> <p><input type="checkbox"/> 8HR INSTALLER/REMOVER REFRESHER</p> <p><b>OTHER</b></p> <p><input type="checkbox"/> SST (\$40 FEE PER REQUEST)</p> <p><input type="checkbox"/> COURSE NAME: _____</p>	<p><input type="checkbox"/> COURSE COMPLETION    <input type="checkbox"/> CEUs</p> <p><b>COURSE NAME(S):</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<b># of Cards Requested</b>		<b># of Certificates Requested</b>	

## MATERIAL(S) RELEASE METHOD (SELECT ONE):

IN-PERSON PICK UP - DATE \_\_\_\_\_  MAIL TO ADDRESS BELOW (IF DIFFERENT THAN STUDENT'S ADDRESS)

PLEASE REVIEW REVERSE SIDE OF FORM  
TO ENTER CREDIT CARD INFORMATION

### OFFICE USE ONLY

Approved     Denied (See Below)    Processed by: \_\_\_\_\_    Processed on: \_\_\_\_\_

Reason : \_\_\_\_\_

## Payment Option

The following options have been identified as best practice to protect our clients' personal and financial information. Please do not provide any information that is not requested.

<p><b>Check / Money Order</b></p> <p></p>	<p>Please mail a check or money order to the following address referencing the invoice number or class number:</p> <p>Gallagher Bassett Services Inc PO Box 7410499 Chicago, IL 60674</p>
<p><b>Electronic Funds Transfer (ACH Payment)</b></p> <p></p>	<p>If you would like to complete an ACH payment, please inform your GBTS Representative and provide a preferred contact number.</p> <p>An Accounting Department representative will reach out within one business day. As soon as payment has been posted a receipt will be emailed.</p>
<p><b>Credit Card</b></p> <p></p>	<p>If you would like to pay via Credit Card, please inform your GBTS Representative who will reach out in one business day.</p> <p>A receipt will be emailed to you immediately following your transaction.</p>
<p><b>Contact Accounting Department</b></p>	<p>Further Questions or concerns regarding your payment processing, reach out to the Accounting department at <a href="mailto:Finance@tscta.com">Finance@tscta.com</a>.</p>
<p><b>Disclaimer:</b></p>	<p>Please review our refund policy on our website at: <a href="https://www.tsctrainingacademy.com/refund-credit-policy/">https://www.tsctrainingacademy.com/refund-credit-policy/</a></p> <p>Upon agreeing to this contract- you are agreeing to all policies and conditions.</p> <p><u>Conditions::</u></p> <ol style="list-style-type: none"> <li>1. GBTS requires 100% attendance to satisfy course requirements.</li> <li>2. Students must arrive no later than 30 minutes to be admitted into the class. Late students will be rescheduled once.</li> <li>3. Registrations made five (5) business days prior to class start date are final sale.</li> <li>4. GBTS reserves the right to reschedule or cancel a course at any time.</li> </ol>