



TECHNICAL SERVICES

# Course Completion Materials Replacement Form

In order for Gallagher Bassett Technical Services (GBTS) 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

**NAME**

(AS IT APPEARS ON CERTIFICATE/CARD):

**ADDRESS****EMPLOYER/AGENCY**

(AT TIME OF TRAINING, IF APPLICABLE):

**EMAIL ADDRESS****CONTACT PHONE NO.**

\*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:**  
(\$20 FEE PER REQUEST)**DUPLICATE CERTIFICATE:**  
(\$20 FEE PER REQUEST)**SUSPENDED SCAFFOLD**

- 16HR USER
- 8HR USER REFRESHER
- 32HR SUPERVISOR
- 8HR SUPERVISOR REFRESHER

**SUPPORTED SCAFFOLD**

- 4HR USER
- 32HR INSTALLER/REMOVER
- 8HR INSTALLER/REMOVER REFRESHER

**OTHER**

- SST (\$25 FEE PER REQUEST)
- COURSE NAME: \_\_\_\_\_

**RIGGING**

- 16HR WORKER
- 32HR SUPERVISOR

- COURSE COMPLETION
- CEUs

**COURSE NAME(S):**


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**# of Cards Requested****# of Certificates Requested**

## 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<br/>         PO Box 7410499<br/>         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:<br/> <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> |