



TECHNICAL SERVICES

CLIENT REFUND REQUEST FORM

Refund Requests must be submitted in writing to GB.GBTSNYC.Finance@gbtpa.com. All refunds may be subject to a \$30 processing fee; view or policy at <https://www.tsctrainingacademy.com/refund-credit-policy/>

The student is responsible for ensuring that Gallagher Bassett receive their written request. System processing of your refund request form may take 14 – 20 business days for all approved and eligible refunds. It may take additional time for the transaction to post to your bank for credit cards or checks to be received in the mail. All check payments are mailed directly to address provided on form or recorded in accounts; delivery time will vary.

Course Type: IN-HOUSE VIRTUAL ONLINE

STUDENT/ COMPANY INFORMATON

Name: _____ Company: _____ Acct #: _____

COURSE INFORMATION

Course Date: _____ Course Title: _____

REASON FOR REFUND

REFUND TYPE

REFUNDS ARE MADE TO ORIGINAL PAYMENT METHOD:

Credit Card Payment (Verify last FOUR DIGITS) _____

Cash Payments are refunded by Check from Gallagher Basset Services Inc

TO BE MAILED - Please confirm the address where the check is to be mailed to below

VERIFY ADDRESS: _____

By submitting this form, you agree to and acknowledge our refund policy; verifying that everything stated is accurate to your knowledge. Gallagher Bassett Technical Services is not liable for inaccurate information.

SIGNATURE: _____ DATE: _____

<u>Accounting Department</u>		Received: _____	
<u>PAYMENT DETAILS</u>			
Payment Date: _____	Payment Amount: _____	LMS User Name: _____	
	P.O.S.: AN CP	Cash/Check	CiteTag: _____
<u>REFUND DETAILS</u>		Approved	Denied
Refund Details: _____			
Processing Date: _____	GSS Submit Date: _____	Refund # _____	Refund Amount: \$ _____