Health and Safety Training Center – Course Transfer Form

To transfer from one course to another, please fill out the following form. This will be considered your written request to transfer from the original course. You may print the form below and fax or e-mail it to us at (fax) 512-232-2242 or hstc@austin.utexas.edu.

Organizations wishing to transfer multiple people for the same course may attach a separate page with participants’ names. Please also include the name and phone number of the form preparer.

Date ________________________________

Original Registrant

Name __________________________________ E-mail ____________________________________________

Company ____________________________________________________________

Address ____________________________________________________________

City __________________________ State ___________ Zip __________________

Work Phone __________________________ Cell Phone __________________________

Currently Enrolled Course

Course Title __________________________________________________________

Course Date(s) __________________________________________ Course Fee __________________

Please select one:

☐ Transfer me to another course
New Course Information:

Course Title __________________________

Date(s) ________________________________

☐ I will send a substitute
Substitute Information:

Name __________________________

E-mail __________________________

Phone __________________________

Transfer Request Fees:

- First Aid Trainings: $15
- MSHA Safety Trainings: $50
- Instructor Trainings: $50
- Exam Prep Workshops: $75

Payment Information

☐ Check for $ __________________ enclosed.
Make check payable to: The University of Texas at Austin

☐ Credit Card
If paying with credit card, please call 512-232-1952 or 1-855-896-4637 to provide credit card information.