



Industrial Safety Training Council
Minimum/After-Hours Rigging Verification (09MORIGV) Authorization

This class requires a minimum of 8 students. If this minimum is not met, you will be charged for the cost of 8 students (\$1,000.00).

Company Name: \_\_\_\_\_ Client I.D.: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

After-Hours Contact Name: \_\_\_\_\_

After-Hours Contact Phone Number: \_\_\_\_\_

Date of Class: \_\_\_\_\_ Time: \_\_\_\_\_

Number of trainees: \_\_\_\_\_ PO#: \_\_\_\_\_

Cancellation Policy – Rigger Verification class request must be cancelled at least 2 hours prior to the start time listed on the request form. Failure to cancel within this time frame will result in the company being charged \$1000.00.

I authorize ISTC to charge for the minimum student fee. If the stated company fails to adhere to the cancellation policy, I understand I remain responsible for paying the minimum fee (\$1,000.00).

Approved: \_\_\_\_\_ (Company Representative)

\*If this class is conducted outside of ISTC’s normal business hours (Monday - Friday; 6:30 a.m. - 4:30 p.m.), the following section must be completed.

All After-Hour Requests are charged a four hour base fee of \$500.00. If additional time is required, the company will be billed in one hour increments at \$125.00 per hour.

The after-hours base fee referenced does not include the cost per class. This class requires a minimum of 8 students. If this minimum is not met, you will be charged for the cost of 8 students.

Holiday Charge – All after-hour requests occurring during a holiday closure will be charged a four hour base fee of \$625.00. If additional time is required, the company will be billed in one hour increments at \$160 per hour.

Scheduling Support Fee – If you require scheduling support, you will be charged an additional flat rate of \$125.00.

Cancellation Policy – Rigger Verification class request must be cancelled at least 2 hours prior to the start time listed on the request form. Failure to cancel within this time frame will result in the company being charged \$1,000.00.

I authorize ISTC to charge for the minimum student fee. If the stated company fails to adhere to the cancellation policy, I understand I remain responsible for paying the Minimum fee (\$1,000.00).

Approved: \_\_\_\_\_ (Company Representative)

Please email completed form to AfterHoursRequest@istc.net.