

# Educational Services



## Course Information

### **Qualifications for Enrollment**

Educational Services agrees to accept for training individuals who are not competitors of Emerson Climate Technologies in the field to which their training pertains.

### **Course Scheduling, Locations & Pricing**

Course schedule and locations including length, dates of each session and price are listed on the Educational Services website at [Education.emersonclimate.com](http://Education.emersonclimate.com). Check there for the most up to date information or call us at 800-748-2779.

### **Tuition**

Methods of payment include: credit cards – Visa, MasterCard and American Express – or check made out to Emerson Climate Educational Services. Tuition must be paid in full by the start of class. All tuition is subject to change without notice. Transportation, personal expenses and most meals are the responsibility of the student.

### **Cancellations & Transfers**

If your plans or budgets changes, you may cancel/transfer your reservation up to **15 calendar days prior to the start** of the course without incurring a cancellation charge. Course logistics make it necessary to charge 50% of the full tuition for cancellations/transfers received within the 15 days prior to the start of the course and 100% of tuition for failure to attend without canceling. Substitutions are accepted by phone at 800-748-2779, fax 937-913-3493 or email [Climate.EdServInfo@Emerson.com](mailto:Climate.EdServInfo@Emerson.com) until the first day of class.

### **Arrival & Departure Time**

Students should plan to arrive the day prior to the course starting day, as class typically begins at 8:00 a.m. If traveling by air, please allow sufficient time to travel to the airport and check-in when scheduling return transportation.

### **Course Materials**

All materials presented are copyrighted. Audio and video recording is prohibited and no material or portion of any school may be reproduced in any manner without prior written approval. All necessary documentation, catalogs and literature are included in the course tuition.

### **To be Placed on our Mailing List**

There are frequent mailings of current course offerings and new classes. Please contact us if you, or someone you know, would like to be placed on our mailing list at 800-748-2779 or email us at [Climate.EdServInfo@Emerson.com](mailto:Climate.EdServInfo@Emerson.com)

### **On-Site and Local Training**

Educational Services instructors are available to provide expert training anywhere in the world. We can conduct training tailored to meet your needs at your facility or regional and local sites. To learn more about on-site and local training contact Larry Banas at [Larry.Banas@Emerson.com](mailto:Larry.Banas@Emerson.com) or 937-498-3696.

### **eLearning or Self Paced**

Training courses are available to you on-line or on CD. You can learn at your pace and on your time. Visit [Education.emersonclimate.com](http://Education.emersonclimate.com) for more information.

### **Training Record Policy**

As soon as you are registered with Emerson, a training record for you is created. Whenever you pass a course, an indication that you passed the course, and the date you passed, will be entered onto your training record. Your actual score will not be recorded, nor courses you do not pass. You will not be able to edit this information; however, this information will be private.

In order to receive a transcript from Emerson the individual making the request must follow these guidelines:

- Submit a formal request
- State name, phone number and company name
- State reason for request and affiliation with the student (if other than the student)

Emerson Educational Services does not give the phone number or email address to someone requesting that information.

### **Technological Requirements**

Instructor-led courses have no technological requirements. All supplemental materials and supplies are included with the course. Students are not required to bring any tools or supplies to the class.

Broadband internet access is strongly recommended for online distance learning sessions. High-speed access can include DSL and cable modems. Dial-up internet access is usually too slow. Students without access to high-speed broadband internet access can order the same educational programs on CD through our self-paced program.

Self-paced educational programs require a PC or Mac with a CD-ROM drive. No special software is required.