



NAMC - MCU Training Registration Policies

Effective: January 1, 2008

REGISTRATION PROCEDURES

- *A deposit of 30% is due upon request for admission to any course.*
- *All training sessions can accommodate a maximum of sixteen participants.*
- *Any participant registering for a scheduled session must do so no later than 5 business days prior to the session start date.*

If you are registering for field training, Danfoss will contact you to verify scheduling and content of the session. Upon agreement of the session's time, content and place, Danfoss will send an invoice and require a PO or equivalent form of payment in which to invoice the deposit, which is equal to 30% of the course cost.

For all training, the Invoice for the deposit and receipt of payment (PO or other), serves as acknowledgement of the registration and commitment of Danfoss Drives MCU to conduct the session requested. For field training requests, payment of the deposit must be received a minimum of 14 days prior to the start of the agreed session, or the session will be canceled.

After participants have completed the training session, Danfoss will bill the remaining difference between the deposit and the total tuition fee for the session. (Full Tuition Fee – Deposit = Final Invoice Charge)

CANCELLATION POLICY

There may be unforeseen circumstances (illness, weather conditions, etc.) that leave an NAMC-MCU Trainer unable to conduct a session.

In the event that it is necessary for Danfoss to cancel a scheduled training session, all efforts will be made by Danfoss to provide adequate notice to the registered participants in a timely manner and to provide alternative training support. In the event that the alternative arrangements are not suitable, Danfoss will fully refund the deposit.

In the event that participants cannot attend a scheduled training session, deposits will be refunded in accordance with the following:

Period of time Danfoss is notified prior to the scheduled start of the training session	Amount of deposit refunded
More than 14 days	Full amount. <i>Written acknowledgement of the cancellation from Danfoss is required.</i>
14 days to 24 hours	None.
Less than 24 hours (or no notification)	None, and Danfoss will invoice an additional 45% of total tuition for the session.

More information can be found at www.danfossdrives.com. Click on "Training and Education" to find contact info for our trainers, who can answer your questions or inquiries. Be sure to provide your contact information. Our trainers can also be contacted at the phone number listed on the next page.





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<p>Segment of interest (mark one):</p> <p><input type="checkbox"/> HVAC</p> <p><input type="checkbox"/> Industry</p> <p><input type="checkbox"/> Water & Wastewater</p>	<p>Location of training session:</p> <p><input type="checkbox"/> Danfoss Loves Park, IL</p> <p><input type="checkbox"/> Field Training</p> <p>If field training, please specify location:</p>
Name: _____	_____
Company: _____	_____
Address: _____	_____
_____	_____
Phone: _____	Order code #: _____
Fax: _____	Requested date: _____
Email: _____	
P.O. #: _____	
Billing address (if different than above):	Please complete and mail or fax to:
Name: _____	Danfoss Drives
Company: _____	Customer Service
Address: _____	4401 N. Bell School Rd
_____	Loves Park, Illinois 61111 USA
_____	Phone: 815.639.8700 or 800.432.6367
	Fax: 815.639.8002

