

Seminar Policies and Recommendations

TERMS AND CONDITIONS

Responsibility for Additional Expenses

The class fee covers the cost of the class itself, lunch each class day, morning and afternoon beverages, and a student workbook.

Students are responsible for making their own arrangements for travel, meals (other than lunch on class days), lodging, entertainment, and transportation while attending the class and for paying the associated expenses.

Travel to the United States

Generally, a non-U.S. citizen must obtain a "visitors" visa to enter the United States. Please check with the American Embassy or Consulate in your country for the proper forms and procedures to follow.

Prices

Keithley reserves the right to change course prices at any time. In the event of such a change, confirmed registrations will be honored at the original price. All payments must be made in U.S. dollars using a purchase order, MasterCard, or Visa.

Student Cancellation Policy

- If a student cancels out of a course at least 10 business days prior to the start of the course, no penalty fees will be imposed. The entire class fee shall be credited. All cancellations must be received in writing by the deadline date indicated on the registration form.
- If the cancellation occurs within 1-9 business days prior to the start of the course, the student will receive a 50% refund of the class fee. Students also have the option of rescheduling for another session of the same course or transferring their registration to a colleague, in which case no penalty fees will apply.
- If cancellation occurs the same day or if the student does not attend, then no refund shall be given.
- Keithley is not responsible for any costs related to travel, meals, and lodging changes.

Keithley Cancellation Policy

If unforeseen circumstances make it necessary for Keithley to cancel a course session, Keithley must provide at least 10 business days notice prior to course cancellation. Keithley is not responsible for fees related to travel and lodging changes, but will provide a full refund of the class fee.

Typical Class Schedule

Many of our classes are two or more days in length. Schedules vary by topic, but classes typically begin at 8:00 AM or 9:00 AM and end at 5:00 PM EST. The last day of class typically ends at 3:00 PM to allow students sufficient time to catch early evening flights. You will receive a specific class schedule when you complete registration for your course.

Special Needs

If you have questions about the accessibility of our facility or have other special needs, please contact us in advance and we will be happy to assist you.

Audio/Video Recording Policy

Recording of courses (audio, video, still photography, etc.) intended for personal use, distribution, publication, or copyright without the express written consent of Keithley Instruments and the individual author is strictly prohibited.

Tax Deduction

An income-tax deduction is allowed for expenses for education (including registration fees, travel, meals, and lodging) undertaken to maintain and improve professional skills (see Treas. Reg. 1.162-5) (U.S. registrants only).



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