



Terms, Conditions & Policies

Enrollments are tentative and may be forfeit until one of the following is received:

- **An official company purchase order.** Please send your PO to events@rkcontrols.com. All enrollments on your purchase order will be invoiced during the week of the first class on the order. Standard payment terms are Net 30.
- **Payment via credit card.** RK Controls accepts VISA, MasterCard and American Express.
- **An advance check.** This form of payment requires special arrangements and is therefore discouraged. However, if it is your company policy to pay for training with an advance check, speak to our event planner about making the necessary arrangements:

Learning Prerequisites

RK Controls strongly recommends the courseware be taken in sequential order, so as to ensure the pre-requisite knowledge is absorbed, built upon and attained. Without the appropriate pre-requisite courseware, RK Controls makes no assurance the participant will achieve the intended skill level from the deliverables in subsequent course participation.

Cancellation Policy

1. Cancellation requests must be received by RK Controls no later than three weeks prior to the start of the class in order to qualify for a full refund.
2. Only 50% of the total price (tuition and add-ons) will be refunded for cancellations made less than three weeks prior to the start of class.
3. You will be charged in full (tuition and add-ons) for students who fail to show up for class without prior notification or for cancellations made on the start date of the class.

Right to Cancellation

RK Controls reserves the right to cancel a class and refund tuition if enrollment is insufficient to hold the class. We suggest refundable airline reservations or consulting with our event planner before booking non-refundable tickets.

Right of Refusal

RK Controls reserves the right to deny or cancel registration into any technical training course, workshop or seminar to protect intellectual property, defend competitive threats, and preserve business integrity. RK Controls follows and respects all Federal and State laws against discrimination on the grounds of race, religion, gender and any other class the government deems protected.