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ABB UNIVERSITY, HELSINKI TRAINING CENTER

# Terms and conditions, classroom training

## Scheduled courses

### Enrollments

There are two ways to enroll for a course: via MyLearning or by sending a registration form by e-mail. To ensure your participation, we recommend you sign up as early as possible, since the number of participants per course is limited and enrollments are accepted in the order of arrival. Please remember to mention any requirements for vegetarian or other special diets. Once your enrollment is completed you will receive a registration notification e-mail from MyLearning. Some courses have prerequisites, such as other classroom courses and/or e-learning, which are defined in the course descriptions available in MyLearning.

### Confirmation and course program

Approximately four weeks in advance you will receive a course confirmation from Helsinki ABB University, including times and details about the program. Normally training days start at 9:00 a.m. and end by 4:00 p.m. Coffee and lunch are included in the fee. A course may be cancelled due to low enrollment, i.e. less than 4 participants. For any other cancellation reason Helsinki Training Center informs well in advance.

### E-learning

Many courses have a self-study prerequisite of theory-based e-learning. The price for e-learning will be added to the classroom course price.

Please note, that e-learning materials are not covered during classroom courses. For successful participation in the hands-on exercises it is mandatory to complete the related e-learning.

### Cancellation

Please inform your cancellation as soon as possible to enable other students to sign up for the course. Your enrollment can be transferred to another person in your organization. However, please note the prerequisites.

You may cancel the course until:

- more than 4 weeks before the course start: at no charge
- until 2 weeks before the course start: half of the course price will be charged
- less than 2 weeks before the course start: full course price will be charged.

Please note that a participant who fails to show up for a course without notice to the Training Center is invoiced the full course fee.

### Course prices

Helsinki Training Center prices are available in MyLearning. Please login to MyLearning for further details.

E-learning courses have a separate charge/person.

## On-request courses

On-request courses can be arranged to a specific group either in Helsinki Training Center or on-site. On-request courses are always offered separately, and the price depend e.g. on the level of tailoring required. For further information, please contact Helsinki Training Center.

## Reservations

We reserve the right to change course schedules, programs and contents. Scheduled courses can be cancelled due to low enrollment (less than 4 participants) or other conditions. Also, a maximum number of participants is defined for each training course, in order to meet safety and quality standards. Depending on the course, the maximum number of participants varies between 6-8 persons.