Enrollment

Enroll for the course in good time, at least two (2) weeks before the start of the course, because the number of participants is limited. The course registration form can be found at the end of this document. Your enrolment can be submitted in writing, or by email, fax or phone.

Lotus Notes: Vaasa ABBuniversity
E-mail: Vaasa.ABBuniversity@fi.abb.com
Telephone: +358 10 224 2066
Telefax: +358 10 224 1080

ABB Oy
Distribution Automation
Muottitie 2 A, P.O.Box 699
FI-65101 VAASA, Finland

In addition to Standard Courses, we also arrange Customized Courses. Additional information about the courses, including enrolment and canceling, will be provided by our Training Coordinator, Ms. Susanne Södergran.

Confirmation

Your participation on the course will be confirmed before the course begins.

If the course is cancelled or postponed we will inform you at least one week before the course should begin.

Course costs

The prices of Standard Courses include instruction, course material, lunches and refreshments. Customized Courses are offered separately.

Traveling, transportation and accommodation are not included in the course fee. If you would need help with booking hotels, we will be happy to assist you.

Course arrangements

All courses and seminars start at 09:00 the first day. The starting time during the following days may vary depending on the course in question. In principal, the course day ends at 16:00. You can find our course schedule in our website.
Course Certificates
All participants who complete the course will receive a Course Certificate.

Cancellation
In case you are unable to attend the course, cancel your attendance in good time so that we can offer your place to another applicant.

Deadline for enrollment / canceling is two weeks before the course begins. If enrollment is cancelled after the deadline, we will charge half of the training fee for administrative expenses.

If you cancel your attendance on a course later than one week before the start of the course, the full fee will be charged. The entire fee will also be charged for participants who do not attend the course. Your place on a course can always be transferred to another person from your department or company free of charge.

We reserve the right to postpone or cancel courses if less than four (4) participants enroll. Seminars can be postponed or cancelled if less than eight (8) participants enroll. Should a course be postponed or cancelled, the participants will be informed at least one week before the course in question is due to start.

There are other cancellation rules for Customized Courses.

Training Location
All courses and seminars are arranged in Vaasa, at ABB Oy Distribution Automation, unless otherwise stated.

Strömberg Park
ABB Oy, Distribution Automation
Muottitie 2A, Building LP
FI-65101 VAASA, Finland

Please have a look at the following website where you can find, for example, maps and information about hotels as well as our courses.

You find also more information about Distribution Automation Products in our Website:
www.abb.com/substationautomation

For more information about the city of Vaasa, please visit the following Internet address:
www.vaasa.fi