

Training Class Payment and Cancellation Policy—Leading Software Maniacs™, LLC

www.leadingswmaniacs.com

“Training class” refers to either a one-day seminar or a multi-day boot camp.

Acceptance: Leading Software Maniac’s (LSM) acceptance of your training class registration is subject to available seats, sufficient and timely payment, and a minimum number of registrations. We encourage early registration and recommend you register as soon as possible as our training classes tend to fill up quickly.

Reserving Seats: Unfortunately, seats cannot be reserved without full payment of registration fees. LSM can usually accommodate last minute registrations if the seats are available but please wait to receive your confirmation e-mail from us before making travel arrangements, in the event a training class has sold out.

Our Cancellation: LSM may cancel a training class at any time, without notice, for any reason, and without liability to registrants except for full refund of training class registration payment. If LSM must cancel for any reason, liability is limited to the registration fee only. LSM cannot refund your travel costs.

Your Cancellation: We understand that circumstances may arise that require you to cancel a registered training class. If you cancel before the training class start date, your registration fee will be refunded less registration processing fees (\$50 for a seminar and \$150 for a boot camp). Alternatively, you may send another person in your place. If you qualified for the PMI® member price, the attending replacement must also be an active PMI member, or they will be charged the difference of the appropriate fee at the time of registration. Lastly, you may wish to receive a credit voucher for a future training class of equal value. (There are, however, no guarantees when or if a training class will take place in your city.)

Registration Fee: Due and payable in full before start of training class. Online credit card registration requires payment at registration.

Payment: At this time, LSM accepts credit card payment (Visa, Mastercard, or Discovery) for training classes. Training class registration payment is in US Dollars (\$) and includes all course materials to be delivered at time of training. Checks will also be accepted, however, checks must be received prior to the start of training.

Confirmation: You will receive confirmation within one working day of your registration via e-mail, mail, or telephone. If you have any questions or concerns about your registration, please contact us at sales@leadingswmaniacs.com.

Class Hours: All training classes start promptly at 8:30 AM and typically end at 4:30 PM, unless otherwise indicated. Continental breakfast and snacks/beverage service are provided. Registration starts at 8:00 AM. Unless otherwise specified, lunch is not provided.

Hotel Reservations: Complete hotel information is usually included in the e-mail confirmation. We ask that each attendee make their own hotel reservations.

Certificates of Completion: Each attendee receives a Certificate of Completion upon completion of the training class.

PDU credits: Absolutely! Each attendee that receives a Certificate of Completion upon completion of the training class is eligible to receive PDU credits. You will be given information about the course and how to register for PDU credits. For further information, please contact the Project Management Institute (PMI®) at www.pmi.org.