

## TECHNICAL TRAINING

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### AviatCare Educate Policy

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#### Training Policy

1. **Prices for all Training Courses and Services are in USD unless noted otherwise.**
2. **Class size will be limited to 10 students maximum. Larger class sizes will result in additional charges.**
3. **Training Documentation:**

Aviat Networks provides electronic (soft copy) versions of all material required during the training course. If hard copy versions of the training material are required then there will be an additional charge for these versions. All training material is copyrighted and cannot be reproduced or distributed.
4. **Courses are written and delivered in English. French and Spanish are available upon request at no additional charge. Other languages can be considered but there will be an additional charge for the material and the delivery of the training.**
5. **A method of payment (Purchase Order, Credit Card, or Wire Transfer) is required to confirm registration.**
6. **Pre-schedule/Open Enrollment Class:**
  - Scheduled according to web calendar.
  - All pre-scheduled / open enrollment classes can be canceled or postponed at the discretion of Aviat Networks. Every effort will be made to notify students within 3 weeks of course start date.
7. **Aviat Networks Training Center - Customer Dedicated Class:**
  - Scheduled according to mutually agreeable dates between customer and Aviat Networks.
  - Conducted at Aviat Networks Training and Education Center for up to 10 students.
8. **On Site Customer Specific Field Class:**
  - Training to be delivered at customer's designated site.
  - Customer must supply equipment for hands on and labs according to class requirements. Aviat Networks can provide equipment based on availability (extra charges will apply).
  - Dates for field training must be requested a minimum of 30 days in advance.
  - Training dates are established on mutually agreeable dates between the customer and Aviat Networks and cannot be confirmed until all documentation is completed and a purchase order is received.
  - If a visa is required for the trainer to enter the country in which training will be provided, then dates will not be confirmed until the visa has been obtained.
9. **All Quoted prices are valid for a period of ninety (90) days.**
10. **Cancellation Terms**
  - A cancellation fee of 30% will be applied if a customer cancels a class or reservation within 2 weeks of the scheduled start date.
  - A cancellation fee of 50% will be applied if a customer cancels a class or reservation within 1 week of the scheduled start date.
  - Aviat Networks is not responsible for any travel or other expenses incurred by students due to the cancellation of a course.



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11. **Courses cannot be filmed, videotaped or recorded.**
12. **Students attending courses are solely responsible for arranging and paying for their travel expenses, meals, accommodations, local transportation, and personal expenses while attending training.**
13. **Foreign students are responsible for completing and returning the Aviat Networks Foreign National Notification form prior to attending training as a condition of entry to any Aviat Networks facility.**
14. **Attendance of 100% is required of each student to complete the course and to be awarded a certificate of attendance.**
15. **Training under Aviat Networks sales orders must be completed within twelve months following first equipment delivery.**
16. **Smoking is strictly prohibited in all Aviat Networks facilities.**
17. **Students must wear their issued identification badge in clear view at all times while visiting Aviat Networks' facilities.**
18. **Aviat Networks has adopted business casual dress and we appreciate your cooperation. Shorts and open toed shoes are strictly prohibited.**
19. **Students must comply with all Aviat Networks' security and safety rules and procedures while visiting Aviat Networks' facilities. Our number one concern is visitor safety and compliance with OSHA regulations.**