

ADMINISTRATIVE INFORMATION



REGISTRATION INFORMATION

Attendance at courses is limited. Please register early as courses fill up quickly. Advance registration accompanied by fee payment in full is required to guarantee your reservation. Phone and Internet registration will be accepted but must be accompanied by a credit card number. Payment in full is due at the time of registration.

STI regrets that it cannot be responsible for any loss or damages incurred as a result of cancellation of a course by STI for any reason. This includes, but is not limited to, airfare penalties. Prices for courses and products are subject to change without advance notice.

REGISTRATION FEES

Registration form must be accompanied with payment and documentation of education and experience in order to hold your reservation. Registration fees are in US Dollars for courses offered in the United States and Canada. Elsewhere, other fees in local currencies may apply. Contact STI or the local contact before making final plans.

Advance Registration Fees: To qualify for Advance Registration savings, registration with payment must be received at STI 35 days prior to the course date.

Registration fees include: When applicable, STI reference book(s), student notebook, course materials, certificate upon completion. Course participants are "on their own" for all meals. Note that copies of standards from organizations outside STI (such as UL and API) are not included in the registration fee.

CANCELLATION AND REFUND POLICY

Paid registrations canceled in writing at least 35 calendar days in advance of the event will receive a full refund, less a \$50.00 service fee. Paid canceled in writing 34 to 7 calendar days before an event will receive a refund of 50% of the registration fee. There will be no refunds or credits on cancellation requests received less than 7 calendar days before an event is to begin. All requests for cancellation must be submitted in writing.

TRANSFERS AND SUBSTITUTES

Transfer to another course is permitted one time, with the following fees: 35 or more calendar days in advance of the date, the fee is \$35.00; 34 to 7 calendar days before the start day of the event, the fee is \$100.00. Transfers may not be made less than 7 calendar days before an event begins. The transfer fee will be assessed when the request for transfer is made. Transfer requests must include the class to which you are transferring. Substitutes may be sent as with prior approval of STI. Substitutes must meet the requirements for education and experience. All requests for transfers and substitutes must be submitted in writing.

CONTINUING EDUCATION UNITS

General Education course and some seminar participants may receive Continuing Education Units (CEU's). Refer to the description of each course for information on how many CEU's are awarded for that course.

TOBACCO USE

To assure the comfort and safety of all course participants, use of tobacco products in or during any STI class, examination, and/or lab activity is NOT permitted.

TAX DEDUCTION FOR EDUCATIONAL EXPENSES

Expenses incurred in attending a STI course may be tax deductible to the extent allowed by law.

HOTEL ACCOMMODATIONS

Participants are responsible for making their own hotel reservations with STI's Travel Planner. The STI Travel Planner will be contacting all registrants concerning their hotel needs.