

ESC Software Training Center Policies for Classroom Courses

General Information:

Our team of Certified Trainers bring real life experience to the classroom environment to augment Sage Software's curriculum. Each year, we train over 500 students in our modern, comfortable facilities.

Who should attend training classes:

Classes are for new Sage MAS 90 and Sage MAS 200 users, users that need to expand their product knowledge, or those that need a refresh on the functions of the software.

How to Register for Classes:

Complete our registration form and fax it to us at (480) 784-1623 or via the Internet by going to the "Events: Classroom Courses" section of our website at www.escsoftware.com. Once your registration has been processed, you will receive a confirmation of the date and time as well. If you are registering for a course that requires a prerequisite, please be sure to send a copy of your Certificate of Completion for the required course.

Directions:

ESC Software
1620 W. Fountainhead Parkway, Suite 509
Tempe, AZ 85282
(866) 248-3241

About the Speaker(s):

All of our classes are taught as Group-Live Instruction by a professional Sage MAS 90 and Sage MAS 200 Certified Trainer.

Statement of Policies for the Training Center:

Cancellations and Refunds:

Student Cancellation: In case of cancellation by a registrant, we must be notified at least five business days prior to the class date; otherwise tuition is non-refundable. A \$50 rescheduling fee will be assessed. For more information regarding refund policy, please contact our office at 480 784-1622.

ESC Cancellation: We reserve the right to reschedule or cancel any class within two-business days prior to the class date. Tuition will be reimbursed in full or carried over to the next available class. Please note that there must be a minimum of 2 students enrolled for a class, otherwise it will be cancelled.

Record Retention Policy:

ESC Software maintains attendance records for a minimum of 5 years. This information includes records of participation, dates of attendance, Instructor name, number of CPE credits earned by participants and course evaluations.

CPE Credit: CPE Credit will be available for anyone attending any of the listed courses. CPE certification will be handed out after completion of courses.

ESC Software is registered with the National Association of State Boards of Accountancy as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to: NASBA, 150 Fourth Avenue North, Suite 700, Nashville, TN 37219-2417 –or Website: www.nasba.org.

For more information regarding Administrative Policies, Complaint Resolution or Refund Policies:

Please direct any complaints or suggestions regarding your training experience to LeaAnne Koppen or Alan Hardy at:

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