

Technical Training Policies

Enrollment Policy

- Method of payment (credits or purchase order) must be confirmed at the time of enrollment.
- Purchase orders must be received within 10 business days of the enrollment request.
- Applied Materials cannot guarantee seats within 2 weeks of the class start date without payment confirmation.
- For web-based training (WBT), payment is due at the time of enrollment.

Training Credit Policy

- Training credits expire 15 months after the date of machine shipment.
- 1 credit equals a course length of 1 week (3-5 days).
- Training credit expiration is not bound to equipment warranty periods.
- Training credits are not transferable between product lines.
- Training credits cannot be used for on-site training.
- Training credits cannot be used for web-based training.
- Training credits cannot be applied to other goods or services.

Cancellation Policy

- Cancellations are accepted with no penalty if notification is received 30 calendar days prior to start of class.
- Any cancellation received within 30 days prior to class start date will be assessed a 50% cancellation fee for purchase orders or forfeiture of the training credit.
- Any "NO-SHOW" will be assessed the full fee. This applies equally to purchase orders or training credits.
- Applied Materials reserves the right to cancel courses up to 30 calendar days.
- If Applied Materials cancels the class prior to class start date there will be no tuition charges; however Applied Materials will not be responsible for any other costs incurred by the customer.

Inclement Weather Policy

The safety of our guest students and Applied Materials employees is our number one priority. Training Center Management is responsible for ensuring a safe working environment. We expand this responsibility to include local travel conditions for students attending training classes at our facilities. During the winter months, there exists the possibility of severe ice and snow storms in the area of the Technical Training Center. Applied Materials reserves the right to suspend, postpone, or cancel training classes due to weather conditions.

The Manager of Technical Training or his designate will determine if classes should be suspended, postponed, or cancelled. The decision will be based on existing or forecasted weather conditions from normally reliable sources.

Cancellation notices will be posted on the Tech Training Website. Cancellation messages will be recorded on the Technical Training Contact Number. Attempts will be made to contact out of town students via contact info provided by them. (cell phones, hotel numbers, etc.)

Applied Materials will make every effort to make up the missed training to ensure all training objectives have been met. This effort may result in lengthened class days, additional class days, condensed training sessions, or any other reasonable alternative. However, due to instructor and/or classroom schedules and/or prior commitments it is possible that students could leave the training center without having accomplished all of the training objectives.

Technical Training Information

Training Hours

- 1st shift 8:00AM - 3:30PM
- 2nd shift 4:00PM - 11:30PM
- 3rd shift 12:00AM - 7:30AM

Dress Code

- Recommended dress for training classes is business casual.
- Due to safety concerns, we discourage shorts, skirts or open-toe shoes.

ON-SITE TRAINING AVAILABLE UPON REQUEST

On-site training is generally a cost-effective approach when training 4 or more Engineers. In addition, it offers a way of receiving curriculum customized to meet your specific needs. The courses listed here as well as other courses are available as on-sites upon request. Please contact the Training Center for more information.

To register for for a class:	Tele (978) 463-5700 Fax (978) 462-6126 Email registrar@vsea.com
Refer to the Technical Training website for Course Descriptions and Registration Information.	
http://trainingcenter.vsea.com	