



Research Electronics International, LLC
455 Security Drive, Algood, TN 38506 USA

REI On-Site Training Refund Policy

April 7, 2008

Class Registration and Confirmation

Class registration is on a first come, first served basis. Actual class space will be reserved ONLY when we have received a completed registration form and payment method confirmation. Should something arise that prevents you from attending a class for which you are registered, we will attempt to accommodate your schedule change in the best practical manner, subject to our refund policy described below.

Your registration is confirmed only when you have received a confirmation via email. Payment for the training course is required 2 weeks prior to the start of the course date. Should any changes to the scheduled class start date, location, and/or time occur, we will notify you by telephone at the number you have provided on the registration form.

Refund Policy

REI offers refunds subject to the following terms and based on the following conditions:

1. If you need to withdraw from class completely, a full refund will be issued if we receive notice at least 2 weeks before the beginning of class.
2. If you cancel your registration or do not show for a class within 2 weeks of the start of a class, you will be billed 50% of the cost of the class fees.

Refund/withdrawal requests MUST be made in writing. Requests can be submitted by:

- Email to sales@reiusa.net
- Fax to +1 931-537-6032
- US Mail to Research Electronics International, 455 Security Drive, Cookeville, TN 38506 USA

If sent by US Mail, please be aware that there may be a delay in receiving/processing your request, which may result in having your request fall into a different refund category than expected.

Although we will make every attempt to complete your refund sooner, please allow us a minimum of ten (10) working days to completely process your refund. All refunds are processed via separate check issued from REI.