

## **Brixey Engineering, Inc. – Terms & Conditions for Classes**

### **Enrolling in a Class**

To enroll in a class, you must sign up for the class and pay the class tuition online. See the Payment section below for more details. Class sizes are limited, so we recommend enrolling early to guarantee a place in the class.

### **Payment**

Tuition payment is required when you sign up for a class. Sign-up for classes will close 4 days in advance of the scheduled class start date. You will not be enrolled in a class until payment has been received.

### **Method of Payment Include:**

Credit cards (VISA, MasterCard, and American Express)

### **Enrollment and Class Confirmation**

You will receive an enrollment acknowledgment via email once payment has been accepted. There is no guarantee a class won't be canceled, but if so, you can reschedule for another class date or request a refund within 14 days of the cancellation. Accommodations are not included in the tuition fee. Lunch will be provided on class day(s). If the class is full, or has been rescheduled, notification of the change in class status will be emailed.

### **Student Substitutions**

Student substitutions are permitted at any time up to the start of the class.

### **Student Cancellations**

Four (4) calendar days, or more, prior to the class start date. This allows us time to adjust for class day luncheons. There is no penalty for cancelling an enrollment four (4) calendar days, or more, prior to the class start date. A cancellation three (3) calendar days, or less, prior to the class start date will be offered a chance to reschedule for a future class. Rescheduling must be completed within 90 days or tuition will be forfeited. No credits, transfers, or refunds will be made after 90 days.

### **Student Partial Attendance**

Full attendance is required. In case of illness or unavoidable emergency that results in partial attendance, make-up time may be scheduled on a space-available basis by calling by calling us at 844-4-BRIXEY.

### **Student No Show**

If a student fails to attend class, the full tuition remains due and payable. No credit will be issued under these circumstances.

### **Refunds and Credits**

Refunds, upon request, are only available for enrollments cancelled four (4) calendar days, or more, prior to the class start date. Unless refunded, credits resulting from such cancellations can be used for future classes **within 3-months of your originally scheduled Class date.**

### **Credit Card Processing**

Credit Card payments will be charged at the time of enrollment.

### **Student Nondiscrimination Policy**

Brixey Engineering, Inc. does not discriminate against individuals with disabilities who attend our classes. Brixey Engineering, Inc. provides such individuals all assistance required by applicable laws and regulations. To ensure any disability or special learning need is appropriately addressed, Brixey Engineering, Inc. requires notice of at least 21 calendar days prior to the start of the class. For questions, please contact us at 844-4-BRIXEY or by email at rowdy@brixey-eng.com.

### **Student Conduct**

Students attending Brixey Engineering, Inc. courses are expected to act in a professional manner to other students, Instructors, and Brixey Engineering, Inc. staff while attending a course. Failure to abide by this policy may result in your dismissal from a course and/or forfeiture of your tuition payment(s).

### **Intellectual Property**

By registering for a Brixey Engineering, Inc. course or training service, you agree and acknowledge that Brixey Engineering, Inc. training materials are confidential. Therefore, you cannot reproduce, distribute, create derivative works of, or publicly display/perform such materials. In addition, you agree not to use the company's training materials, including but not limited to the concepts and ideas expressed in the training, to create a competing product/service.