



AUTHORIZED TRAINING CENTER
4701 Sangamore Road Suite 260 North
Bethesda, MD 20816
Telephone: 301-320-3754 Fax: 301-320-3287

POLICIES AND PROCEDURES

Course Prerequisite

Each student must have or seek to obtain experience with a PC and Windows before enrolling in training classes. Experience with MAS90/200 is recommended. Prerequisites vary by course, please see course descriptions.

Course Materials

You will receive Sage™ Authorized Training Course Curriculum and the directions on downloading the corresponding data files to use. This curriculum will provide in-depth training of the award winning accounting software solution. Each class emphasizes a hands-on approach in a Group-Live offering so you can enjoy extensive interaction with the actual software.

Registration

Registration is completed upon receipt of both registration form and tuition. Our registration form and class schedule may be obtained by contacting our Authorized Training Center Director (301) 320-3754 or visiting our website (www.vicorinc.com). Payment may be made by company check, VISA, or MasterCard. Registering for a class less than five (5) business days before the class will be subject to a \$50.00 late registration fee to cover rush fees for book shipment. The confirmation will be faxed upon completion of your registration.

CANCELLATIONS

1. If a student needs to cancel an already registered class, a notice must be received by VICOR **more than five (5) business days** prior to the class start date. Then the student will be (a) refunded tuition less the \$50.00 administrative fee or, (b) charged the \$50.00 administrative/rescheduling fee, but, entitled to a full class credit that can be used for another class **within six (6) months** of the original class date. When choosing to reschedule the class the administration fee must be received at VICOR with five (5) business days from the original cancellation date. Otherwise, the tuition will be forfeited.
2. Cancellation notices received **less than five (5) business days** prior to the class start date or failure to show for a class will result in the loss of class registration and full tuition.
3. VICOR reserves the right to reschedule/cancel scheduled class **five (5) business days** prior to the class start date due to an insufficient number of registrations or other circumstances that occur beyond our control. If we need to cancel a scheduled class, the student will be notified via email or phone and the student is entitled to (a) a full refund of tuition or, (b) a full class credit that can be used for another class (the student must select a class date to attend). We advise students not to make non-refundable or non-changeable travel arrangements, as VICOR will not be liable for cost due to class cancellation or rescheduling. Complaints should be sent to the Director of Training at Training@vicorinc.com for resolution. For more information regarding administrative policies such as complaints and refunds, please contact our office at 301-320-3754.

Hours/Meals/Breaks

Class is from 8:30 a.m. through 5:00 p.m. unless otherwise noted. (Last day of class is subject to early release). Each class includes two fifteen-minute breaks and a one-hour lunch break. Beverages and light refreshments will be served at the break and a list of nearby restaurants will be available.

Proper Attire/Parking

Most students prefer casual business attire. We recommend you dress comfortably and bring a sweater or layered clothing as everyone has a different comfortable temperature. Ample parking is available at the Safeway parking lot.



VICOR Business Services, Inc. is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. Field of study for these courses is Specialized Knowledge & Application. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE sponsors. 150 Fourth Avenue North, Nashville, TN, 37219-2417. Web site: www.nasba.org