

# ascom

## ACADEMY

### [Enrollment Instructions](#)

<p>✓ <b>Step 1:</b> Determine which Ascom Academy course you would like to attend.</p>	<ul style="list-style-type: none"><li>- Instructor-Led courses: please go to our <a href="#">Ascom Academy Calendar</a> to access course descriptions, date offerings and seat availabilities.</li><li>- Review the training schedule (dates and seat availabilities) and select the training(s) you would like to attend.</li></ul>
<p>✓ <b>Step 2:</b> Prepare payment information.</p>	<ul style="list-style-type: none"><li>- Ascom Academy accepts purchase orders, credit cards, and checks as well Ascom Service Plan (when applicable). If you are not a current Ascom customer, a credit card is the only form of payment accepted. (A 3% convenience fee will apply).</li></ul>
<p>✓ <b>Step 3:</b> Send your <u>complete</u> registration form.</p>	<ul style="list-style-type: none"><li>- Send your complete registration form (page 3) to <a href="mailto:usacademy@ascom.com">usacademy@ascom.com</a> to reserve a seat.</li><li>- Please do not make any travel arrangements until you have received a confirmation email from Ascom Academy.</li></ul>
<p>✓ <b>Step 4:</b> Ascom Academy will send you a reservation email and/or a confirmation email.</p>	<ul style="list-style-type: none"><li>- Ascom Academy will send you a reservation email upon reception of a full registration form.</li><li>- Ascom Academy will send a confirmation email (no later than 30 days prior to the start of the class) which will contain <a href="#">directions and lodging</a> information, pre-course material (when applicable) and additional instructions.</li></ul>

[Enrollment Instructions](#)  
[General Information](#)  
[Course Reference](#)  
[Enrollment Form](#)

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### General Information

- **Classes begin promptly at 8:30 am each day.** When making travel arrangements, it is generally best to assume that all class days are eight hours. However, if you need an earlier flight on Friday, please feel free to contact us in regards to last day scheduling.

- **Cancellation/No Show Policy: Cancellation notice must be made at least thirty (30) days prior to the start of class.** A cancellation fee will be charged when a student fails to cancel their registration in this time frame or does not attend the course. The cancellation penalty fee will be the original fee for the course. Promotional slots will be forfeited with no shows and cancellations not made within thirty (30) days prior to the start of the class.

- When attending classroom courses, students are expected to maintain full attendance and must pass a final exam with a minimum score of 70 in order to receive a certificate of completion and qualified recognition. Students failing the final exam at the end of a course will be required to retake the course with a passing exam score in order to receive a certificate.

- Ascom Academy is not responsible for travel arrangements.

- All instructor-led training classes are subject to cancellation. Travel arrangements for these classes should **not** be made until confirmation is received that the class will proceed. Ascom Academy is not responsible for travel costs incurred by class cancellation.

If you have any further questions about Ascom Academy training, please email [usacademy@ascom.com](mailto:usacademy@ascom.com).

### Course Reference

Instructor Led Courses	Duration	Part Number	MSRP
IP-DECT	5 days	US-ST-1251	\$2,750
VoWiFi	5 days	US-ST-1256	\$2,750
Telligence	5 days	US-ST-1467	\$2,750
UNITE Core	5 days	US-ST-1553	\$3,000
UNITE Platform Server	5 days	US-ST-1555	\$2,500
teleCARE IP	5 days	US-ST-1476	\$2,750

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## ACADEMY

For Internal Use Only:	
Student #	
Reservation	
Confirmation	
AR <input type="checkbox"/>	File <input type="checkbox"/> Site <input type="checkbox"/>

### Enrollment Form

Please complete and provide this form as part of the enrollment process. **Please allow up to five (5) business days for processing of enrollments.** All instructor-led courses take place in Morrisville, NC. Do not make travel plans until you have received an Ascom Academy Enrollment Confirmation. **All classes are subject to cancellations that may occur after a confirmation.** Please return completed form and payment to [usacademy@ascom.com](mailto:usacademy@ascom.com).

### Class Selection\*

Course Name	Course Date / /	Part Number (See page 3.) US-ST- _____	Course MSRP \$ _____
Course Name	Course Date / /	Part Number (See page 3.) US-ST- _____	Course MSRP \$ _____
Course Name	Course Date / /	Part Number (See page 3.) US-ST- _____	Course MSRP \$ _____

### Student Information\*

Student Name		Student Phone Number	
Company Name _____	Student Region City _____ State _____ Zip _____	Student Email Address _____	
Ascom Customer Number: AC _____		Emergency Contact Phone Number _____	

### Method of Payment\* (Registration cannot be completed without payment information.)

Credit Card Information: <b>(Please be advised a 3% convenience fee will apply)</b>		Other Payment Information:		
_____ - _____ - _____ - _____ *Please read page 5		Purchase Order # (Please attach PO)	Check #	Service Plan #
Expiration: ____/____	Billing Zip Code: _____	Total amount of payment: \$ _____		
Email Receipt To :		(Payment will process when training takes place)		

### Initial Here\* (Acknowledging cancellation policy on page 2.)

<div style="background-color: #cccccc; width: 100%; height: 100%;"></div>	Today's Date / /
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