



Enrollment Instructions

<p>✓ Step 1:</p> <p>Determine which Ascom Academy course you would like to attend.</p>	<ul style="list-style-type: none">- Instructor-Led courses: please go to our Course Catalog to access course descriptions, attendance options, and pricing.- Review the Course Schedule (dates and seat availabilities) and select the training(s) you would like to attend.
<p>✓ Step 2:</p> <p>Prepare payment information.</p>	<ul style="list-style-type: none">- Ascom Academy accepts purchase orders, credit cards, and checks (received in advance), as well as Ascom Service Plan credits (when applicable). <p><i>If you are not a current Ascom customer, a credit card is the only form of payment accepted. (A 3% convenience fee will apply).</i></p>
<p>✓ Step 3:</p> <p>Send your <u>completed registration form and payment information</u> to Ascom Academy.</p>	<ul style="list-style-type: none">- Send your completed registration form (page 3) along with your payment information to usacademy@ascom.com.-Payment must be received to reserve a seat.- Please do not make any travel arrangements until you have received a <u>confirmation</u> email from Ascom Academy. Your registration is not guaranteed until confirmed.
<p>✓ Step 4:</p> <p>Ascom Academy will send you a reservation email and/or a confirmation email.</p>	<ul style="list-style-type: none">- Ascom Academy will send you a reservation email upon receipt of a completed registration form and payment.- Ascom Academy will send a confirmation email which will contain directions and lodging information, pre-course material (when applicable) and additional instructions.



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.

- **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. Exceptions can be made for certain circumstances, such as confirmed infectious disease (with documentation), or family emergencies.

- When attending classroom courses, students are expected to maintain full attendance and must pass a final exam with a minimum score 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 to receive a certificate.

- Ascom Academy is not responsible for travel arrangements. Lunch will be provided by Ascom each day, if you have any dietary restrictions, please note that when registering for your training,

- All instructor-led training classes are subject to cancellation by Ascom. Travel arrangements for classes should **not** be made until confirmation is received. 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.

Please note: Beginning Sept 1, 2023, full payment is required before a seat will be reserved in the requested class.

Course Reference

Instructor Led Courses	Duration	Current MSRP prices from April 15 - December 31, 2024
Connect for Clinical Systems	3 days	\$1,890*
IP-DECT	5 days	\$3,150*
innovaphone iTConnect	2.5 days	\$1,575
UNITE Core	5 days	\$3,150*
Telligence	5 days	\$3,150*
teleCARE IP	5 days	\$3,150*
VoWiFi	4 days	\$2,520*
VoIP Gateway Advanced	2.5 days	\$1,575*

*Pricing does not reflect **Partner Discounts**, email usacademy@ascom.com for more information.



ACADEMY

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 confirmation.** Please return completed form and payment to usacademy@ascom.com.

Class Selection*

Course Name	Course Date	Course Price \$
Course Name	Course Date (or alternate date)	Course Price \$

Student Information*

Student Name:		Student Cell Phone Number:
Company Name:	Company Address:	Student Email Address:
_____	Street _____ _____ City, State _____ Zip Code _____	_____

Method of Payment* (Registration cannot be completed without payment in full prior to the start of class.)

Credit Card Information: (Please be advised a 3% convenience fee will apply)		Other Payment Information:	
<div> <div>_____</div> <div>*Please read page</div> </div>		Purchase Order #: (Please attach PO)	Service Plan #:
Expiration: _____	Billing Zip Code: _____	Total amount of payment: <div> <div>\$</div> <div></div> </div>	
Name on Credit Card: _____			
Email Receipt To :		(Payment is required before a seat will be reserved)	

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

Today's Date: / /