



## KONICA MINOLTA Enrolment policies

### Enrolment Sequence

#### Enrolment

If you have filled in the enrolment form on the training site you will receive a copy of it for approval, to recheck the given data and to add possibly missing information.

Your enrolment will only be valid with complete data and signature.

It has to be returned until at least 14 working days prior to the starting date of the training course.

#### Cancellations

Notification of a cancellation has to be done in writing.

In case you have to cancel your reservation for a certain training course you already have enrolled for, a cancellation free of charge is granted up to 14 working days prior the start of the course.

Later cancellations will not be accepted and therefore fully charged.

For non-appearance without prior notification we will charge the full training fee.

In case of the non-appearance of free-of-charge attendees the free places will expire and the following enrollment for a course of the same printer model will be charged.

**Note:** Konica Minolta Business Solutions Europe, The Netherlands Office reserves the right to change schedules, discontinue or cancel courses, if inevitably by unpredictable causes.

Enrollers will be informed as soon as possible. Konica Minolta Business Solutions Europe, The Netherlands Office will always try to offer a satisfactory alternative for all attendees.

#### Training fee

General training, which will be held in the Netherlands, Nieuwegein, is free of charge with a maximum of 2 participants per product per KM partner.

The general prices for special courses are calculated on the necessary efforts.

#### Invoicing

Partners with credit limit will be invoiced for the attended training by receiving a regular invoice under their standard customer number.

**Note:** Partners without issued valid credit limit or with over due credit have to pay in advance. Without payment in advance these enrolment will not be confirmed.

#### Examination

Each training course is completed by a final Multiple-Choice exam.

All exams can be found on your local Konica Minolta Business Solutions Europe The Netherlands Office dealer site.

Please fill in your personal data on the first page carefully!

#### Certificates

All students who pass the exam by scoring with a score of 80% or higher will receive a written certificate.

Students with a lower score than 80% have the option to retry the exam one time.

The certificate will be issued and sent out by mail at the same time.

**The Konica Minolta Business Solutions Europe, The Netherlands Office  
Training Team wishes you a pleasant, informative  
and successful training course.**

#### The essentials of imaging