



Scanco Software, LLC. Terms and Conditions for the Purchase of Virtual Instructor-Led Training (VILT) and Reseller Certification Classes.

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Space Is Limited: Register Early!

Registrations are accepted on a first-come, first-served basis. Although, training is conducted online, there are limitations on the number of students we can grant online access to. The number of students may also be limited by the instructor to ensure class sizes are manageable.

Invoicing and Payments

Once you fill out the online registration form you will be sent an automated confirmation email from Training@scanco.com confirming receipt of your form submission.

A short time after, a second email will then be sent from a Scanco Training Associate with an invoice attached for the class(es) and registrants you have purchased.

Once you receive the invoice you can access the Scanco [Online Payment Portal](#) to make your payment.

We accept AMEX, VISA and, MASTER CARD. **PERSONAL OR COMPANY CHECKS ARE NOT ACCEPTED.** Your reservation is not confirmed until your tuition payment is received and processed.

Once processed you will receive confirmation via email that we have received your payment and will follow up with any training materials and/or instructions for accessing the online training class.

Refund Policy

For students who wish to cancel their enrollment, notice must be provided to Scanco Software, LLC one week (7 calendar days) prior to the class start date to avoid loss of tuition. Students canceling or rescheduling less than 7 calendar days prior to the class start date will forfeit their tuition. Substitution of a registrant is allowed at no additional charge.



Event Cancellation

Classes are subject to cancellation by Scanco Software, LLC. If you are registered for a class that is canceled, you will be notified as soon as possible or no later than **ONE WEEK** prior to the course start date with an offer of a full refund or rescheduling for a future class.

Training Instructors

Scanco reserves the right to substitute event facilitators in the unlikely event that the facilitators listed cannot conduct the program. Substitution of event facilitators is not a cause for refund.

Scanco instructors agree to present materials and contents that are educationally sound for the learning event and will provide timely feedback on a participant's progress. Proper citations and permissions have been used and granted.

Certificate of Completion

If applicable Scanco provides certificate of completion of the training course attended. Scanco **DOES NOT** currently issue Continuing Education Credits for any of its training.

FOR RESELLERS:

Sage resellers attending any of the Scanco Reseller Certification Courses are required to take an exam at the end of the course. A score of **75% or higher is required** to pass and receive Scanco certification.

Attendee Records Privacy

In signing up for a Scanco VILT event, Scanco requires you to provide a certain amount of your personal data. Your privacy is very important to us. Scanco's [Privacy Policy](#) specifically details what information we collect and how it is used.

Intellectual Property


All Intellectual Property Rights in the Course Materials, Online Courses and the speeches made by Scanco trainers are, and remain, the intellectual property of Scanco Software, LLC. or its licensors, whether adapted, written for or customized for the Client or not.



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You are **not authorized** to:

(i) copy, modify, reproduce, re-publish, sub-license, sell, upload, broadcast, post, transmit or distribute any of the Course Materials without prior written permission;

(ii) record on video or audio tape, relay by videophone or other means the Online Course or Taught Course given

(iii) use the Course Materials in the provision of any other course or training whether given by us or any third-party trainer;

(iv) remove any copyright or other notice of Scanco Software, LLC. on the Course Materials;

(v) modify, adapt, merge, translate, disassemble, decompile, reverse engineer (save to the extent permitted by law) any software forming part of the Online Courses.

If any of these terms are breached by attendee or reseller shall allow us to immediately terminate these terms and conditions with you and cease to provide you with any VILT training services, including but not limited to access to the Online Courses.

In consideration of the Fees paid by you, we grant to you a limited, non-transferable, non-exclusive license to use the Course Materials and the software in respect of the Online Course for the sole purpose of completing the Online Course and / or finishing any online assessments or exams.

For More Information

For additional questions or concerns please contact Scanco at Training@scanco.com or call 330.645.9959.