

March 2016

**This policy applies for students attending seminars in Waterloo, ON or Langley, BC, from the *Open Registration Seminar Schedule*.**

**General:**

- The current seminar schedules are available from [www.viessmann.ca](http://www.viessmann.ca).
- Most open registration seminars are one day seminars, typically from:
  - In Waterloo, 9:00 am to 4:30 pm.
  - In Langley, 8:30 am to 4:00 pm.
- Eligibility for transportation reimbursement and accommodation is limited to those students that are located greater than 3 hour drive from the Academy location
- Eligibility for all reimbursements must be pre-approved by Viessmann Academy staff prior to attending seminar.

**Viessmann shall provide the following for eligible students:**

- For Contractors and Wholesalers, reimburse the student for 33% of the air fare costs.
- For Engineers and Architects registered for Commercial Hydronics Technology classes, reimburse the student for 50% of the air fare costs.
- Book and pay for one night's stay at a local hotel of Viessmann's choosing, excluding sundry costs.
- Provide breakfast on the day of the seminar for students staying overnight in a hotel.
- Provide lunch and refreshments on the day of the seminar.

**The student shall provide the following:**

- Be responsible for all meals except those specified above as supplied by Viessmann.
- Arrange and pay for all air and ground transportation required.
- Submit a completed "Viessmann Academy Reimbursement Form", along with a legible copy of the airline ticket showing students name, and all charges and taxes. To be eligible for reimbursement forms must be submitted within 30 days of the seminar date.