

General Information

- Instructors:** Courses are taught by experienced HVAC professionals using materials developed exclusively by our staff.
- Lodging:** Rooms and meals are available at hotels, motels, and restaurants convenient to all Training Centers. Detailed information is included with your confirmation letter.
- Class hours:** Courses begin promptly and run from 8:00 AM to 5:00 PM except as noted. Homework is assigned. When making travel arrangements, be aware students must attend course in full to obtain credit.
- What to wear:** Work clothes and work shoes appropriate to the type of work to be performed.
- Registration:** Fill out the registration form carefully and completely. The information provided will be used to create your certificate of completion. If you are paying by:
- Credit Card: Please provide all required credit card information and fax form to (315) 432-3871 or mail to Carrier Corporation Training, PO Box 4808, Syracuse, NY 13221-4808.
- Confirmation:** We will confirm your registration with a confirmation letter and provide detailed information on local lodging and reporting to class.
- IMPORTANT: Please do not make travel reservations until you receive confirmation from us.**
- Carrier reserves the right to reject any application. Deposit of funds sent to Carrier is not acceptance of your application – money will be refunded in full in case of student rejection.
- Tuition fee covers cost of the course and related materials. It does not include meals, housing, or transportation.
- Tuition fees are in U.S. dollars
- These arrangements are the responsibility of the student.
- Prices are subject to change without notice. Carrier reserves the right to change class dates or cancel classes.
- Discounts:**
- Early Registration:** We offer a 5% discount on tuition for all registrations that are received 30 days or more before the start date of the class. (Be sure you fax your registration to 315 432-3871.)
- Multiple Student:** We offer a 5% discount on multiple student registrations. (Registrations must be submitted at the same time, for the same class, same date, and same location.)
- Early Registration and Multiple Student Discounts can be combined for a maximum discount of 10%.
- Cancellation Policy:** Cancellations or rescheduling received four weeks prior to the class start date will be refunded in full. Cancellations made three weeks prior to the class start date will be charged 50% of the class fee. For cancellations made ten working days prior to the class start date, **no refund** will be issued and the full class fee will be charged. **NO EXCEPTIONS.** Substitutions may be made at any time up to the beginning of the class.
Credit will not be offered for no shows.
- Questions:** If you have any questions, or require any additional information, please feel free to contact us via e-mail at contact.ctt@carrier.utc.com or toll-free at (800) 644-5544 or via fax at (315) 432-3871.

