

prerequisites course not enrolled. Separate online tuition fees must be provided in case the student requests access to requisite course material.

8. Course Content

- QPDC reserves the right to amend the content of any online course without notice to the participants where, at the sole discretion of QPDC, such amendment is deemed not to fundamentally change the content of such online course.

9. All Online course content includes

- Most Program Online access contains chapters, PowerPoint presentations, quizzes, exercises, and final examination (24/7 unlimited access for course term duration), except for few, please contact course administrator on details of such courses.
- The entire course content is only available in English.
- There is no option to download material provided online. No print copies of presentations, quiz, exercises, and final exam is provided.
- Printed reading course material is available for extra cost and pick up at our Office location in person or order mail delivery. Please allow Max of 7 business days for shipment. In person pick up is available during office business hours: between Monday and Friday from 9.30AM EST to 5PM EST upon prior appointment with QPDC HR.
- The additional shipment / postal fees may apply for FedEx charges mailing the course material to home address. The printed reading material includes only chapters. All PowerPoint presentations, quizzes, exercises, hypothetical exercise solutions, and final examination are available online only and no print option is available to maintain patent copyrights of QPDC. Tampering of the online site material /software is prohibited and is against QPDC product patent protection and could lead to penalties.
- No in-person classes with faculties is available (per schedule provided).
- Student query sessions with faculties: in person, via phone, email, or on Skype (per request and appointment).
- Resume and Interview preparation (Post Training Assistance - PTA) is available for enrolled candidates.
- The Solutions to exercise is provided for access to the student (if available) and they can email evaluator for queries and questions. Please allow max of 24 hours for replies to questions and depends on the critical nature of query asked

10. Rules of Participation

- Each student attending QPDC professional Online training courses shall comply with all regulations and procedures established and communicated for the course.
- Course materials provided by QPDC are intended for training purposes only.

- QPDC reserves the right to exclude participant(s) from attending any course disorderly code of conduct, or failure to observe any of QPDC's rules.
- No refund of fees shall be paid to the participant in such circumstances.

11. Online Sessions

- QPDC's online courses are delivered via the QPDC LMS (Learning Management System), using internet connection with Microsoft Suite and Acrobat products. Usage of Appropriate web browser is required.
- The LMS material might not be fully compatible with Mac and iPod. Prior testing is required. Please consult QPDC Web Administrator for details on access concerns or issues (or) email to qpdc@qtech-solutions.com for assistance in this matter.
- The participation in WebEx class sessions (for selected courses only) is required and prior download of WebEx application will be required for attendance. The invitation and instructions for WebEx installation will be sent 2 days prior to such scheduled WebEx classes.
- Speakers and microphone or a headset will be required for discussions and being able to talk and discuss with the instructor during the WebEx class via voice (if scheduled to conduct). Participants are requested to login to the class at least 5 minutes before the start of Such Special WebEx class (if scheduled).
- The computer and internet access is required for duration of the online training. QPDC will not be responsible for any personal associated inconvenience or disruption caused during the online training delivery due to internet issues.

12. Online Access Extensions

- The course administrator will activate the online access of the course material, upon successful completion of all formalities required for participation and required documents and applicable fee is paid in full. The exact date of start and finish varies for each program provided for the time of training program duration as designed per program.

13. Exam and Certification

- Each Student is provided 2 Attempts for the final exam. The Exam-1 comes with the program, for Exam-2, Fees apply. The Certificate is provided by Qtech with its approval logos approved by New Jersey State – Department of Education AND New Jersey Department of Labor and Workforce Development. The Final score is a aggregate of all lesson based test quizzes and final exam. Minimum of 75% and above is required for certificate and transcript issuance.

14. Code of Conduct

The following conduct is unacceptable and will not be tolerated:

- All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery and alteration or use of institution documents of identification with intent to defraud. This could lead to termination of student from the program with or without notice.
- Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, public meetings and programs, or other school activities (for special WebEx training Schedules only).
- Failure to comply with directions of institutional officials acting in the performance of their duties.
- Behaving without honesty and without integrity in the training course of QPDC.
- Acting without care and diligence in the course material.
- Disobey confidentiality about of the given online training material. In this case restrictions include, but are not limited to sharing log in user ID with other participants or other individuals not attending the training program, and printing material that is restricted for download and secured for copyrights purposes.
- Giving false or misleading information in response to a request for information that is made for admission purposes in connection with the online training program.
- Improper use of: Inside information, or
- The instructor's duties, status, power or authority in order to gain, or seek to gain, a benefit or advantage for the employee or for any other person.
- Disobey instructions and training rules, such as:
- Full attendance in WebEx training sessions (If conducted) is necessary for students' success and to achieve the maximum possible benefits from their educational experience,
- Punctuality and following the access deadlines. Trainees must be available online at scheduled time with the appropriate materials, ready to work at the designated time that class session begins (if WebEx session).
- Participation and responsibility. Training attendance is the responsibility of participants. (for In-house).

15. Refund Policy

- Should the student's enrollment be terminated, or should the student withdraw for any reason, or not meeting the Code of Conduct, NO refunds of fee applies. There is no refund of the tuition fees once the student is enrolled into the program.

16. Warranties and Liabilities

- While every effort is made by QPDC to ensure that its online course instructions are appropriately provided. The training material is prepared by qualified professional having rich experience in field and QPDC shall not be liable for any loss, cost or expense or for any special or indirect or consequential damages arising from negligence, misconduct or lack of skill in delivering the course(s).

17. Contacts

- Please visit our website www.qtechelearncenter.com for our location details or email to helpdesk@qtechelearncenter.com.

18. I AGREE

- I agree and accept to the terms of this QPDC training policy document and wish to enroll for the program. I also understand my obligations towards this program conducted by Qtech-Sol Professional Development Center LLC (QPDC) and its services provided to meet my training need.
- Should you have any questions please email to qpdc@qtech-solutions.com with your question or contact us on +1 732-770-4100.
- Please sign-off on "I AGREE" below if you wish to proceed for Enrollment / Application. An email will be sent out to your registered email address along with this policy document for your records and acceptance to terms with Qtech upon payment received.

This is receipt of my signoff electronically and I agree to the terms and conditions indicated. A copy of this terms is being emailed to you upon enrollment into the program for reference.

Thank You
Enrolled Student