

GE HEALTHCARE
Global Education Department
(Muse & Mars Applications Training)

Technical Education Instructions for Customers

This document contains details on the housing, transportations, and additional information regarding your visit to the Healthcare Institute. Please verify in your enrollment notification the class type and class date. **Customers will be held to the registration policies included in this document, no exceptions.** If you have questions after reading through the material please email our program coordinator at groupitpsnictraining@med.ge.com.



GE Healthcare Institute

GE Global Education Policies for Customers

Registration:

- All pre-purchased training from Sales orders must be registered within 12 months and taken within 18 months

Attendance:

- Class start and end times will vary. Please refer to the enrollment notification email for start and end times of the class.
- Participants are required to arrive on time for class
- An assessment is administered upon completion of the class.

Cancellations:

- Accepted via email or phone: 262-574-8861 or GROUPITPSNICTRAINING@med.ge.com
- Must be received prior to 15 business days of the scheduled class date
- GE reserves the right to cancel or reschedule any class. GE will not be held responsible for any travel costs incurred due to causes beyond our control, such as but not limited to, hurricanes, tornados, or strikes
- **Cancellation fee of 50% of total tuition is charged for cancellations within 15 business days of the scheduled class date**
- **A "no show" is not reimbursed tuition charges**

Low enrollment:

- GE Healthcare Technologies reserves the right to cancel classes due to low enrollment
- **Classes with less than 4 participants enrolled 15 business days prior to the scheduled date will be cancelled**

When GE cancels a class, tuition will be refunded in full, or may be applied to the cost of another class scheduled to take place within 12 months of the original class.