



RACER® 2017
Training Policies

AECOM

RACER 2017 Training Policies

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RACER Training Registration

Attendees should register three weeks (21 calendar days) before a scheduled class. To register, please complete and sign the Registration Form. Incomplete or unsigned registration forms will delay processing of your request.

Training Materials

- **Software:** Training will be provided on the latest version of our software (RACER®11.4). Students who are using previous versions of RACER should contact AECOM for upgrading to the most recent version.
- **Computer Use:** AECOM will provide computers for your use during training at AECOM's classroom in Greenwood Village, Colorado. Students are welcome to bring a personal laptop computer as long as the most recent RACER version is installed prior to the beginning of class. Students are also encouraged to bring real-world estimates to reference during class. For training at your facility, the AECOM trainer will contact the designated class sponsor regarding computer and software requirements.
- **Training Class Size (Traditional Classroom Learning):** AECOM limits the training class size at our facility to twelve (12) students. The minimum class size for our facility is three (3) students. For training at your facility, AECOM recommends no more than twelve (12) students so that proper attention is available to the students.
- **Webinars:** AECOM also offers a number of webinars throughout the year as part of our RACER training opportunities. Please contact the RACER Training Team for additional information on how to schedule a webinar training session for your team. You will be provided with information on our webinar training schedule as well as a customized quote for your training needs.

Cancellation & Rescheduling Policies

AECOM sometimes finds that it is necessary to change the dates that a training class is offered, or to cancel a training class due to low enrollment (less than three (3) people). Training class content, prices, and dates are subject to change without prior notice.

In the event we change or cancel a class date, AECOM will contact registrants within two (2) business days. If a class is cancelled, we will promptly issue a refund for the cost of the class. AECOM is not responsible for any travel costs.

Cancellation & Rescheduling Training Class Requests

AECOM requests that you send written notification to RACER Training for processing. Written notification may be sent to AECOM's RACER Training Team via email directly to racer@aecom.com. You will be notified once your request has been received. If you do not hear from RACER Training within two (2) business days, please call 800.499.2919 to verify receipt.

For Training At Our Facility, The Following Refund Policy Applies:

Cancellations or reschedules received in writing more than twenty-one (21) calendar days in advance of the class start date will receive 100% reimbursement of course fees. Cancellations or reschedules received in writing at least fifteen (15) but less than twenty-one (21) calendar days in advance of the class start date will receive 50% reimbursement of course fees. Cancellations or reschedules received in writing less than fifteen (15) calendar days in advance of the class start date will not receive any reimbursement of course fees.

For Training At Your Facility, The Following Refund Policy Applies:

In addition to the above cancellation fees, you will be responsible for the instructor cancellation fee of \$1,500.00 if cancellation requests are received in writing less than fourteen (14) calendar days in advance of the class set up installation date or the class start date, whichever date comes first.

Pricing

Please contact RACER Training for a customized quote on your training needs.

Transportation and Lodging

Transportation to the training site and hotel arrangements are the student's responsibility. AECOM assumes no responsibility for nonrefundable travel arrangement losses resulting from course scheduling changes or cancellations.

Further Information

For additional information, or to request a quote, please contact AECOM at:

Telephone: 800.499.2919,

E-Mail: racer@aecom.com

or write to:

AECOM

Attn: RACER Training

6200 South Quebec Street

Greenwood Village, CO 80111