



MINSTER TRAINING REGISTRATION

To Register For a Nidec Minster Training Program:
 Fill out the form below and mail or fax it to: Nidec Minster Corporation a minimum of two weeks prior to the program schedule date. A printable form is available at www.minster.com.

Nidec Minster Corporation
 240 West Fifth Street • P.O. Box 120
 Minster, OH 45865-0120 U.S.A.
 email: training@minster.com • Fax: 1-419-628-2222

or

Phone: 1-419-628-6000 and Request to Register for Training.

Cost for training is indicated on the individual Program Description sheets.

REGISTRATION FORM

Program Title: _____

Program Date: _____

1st Person Name: _____

Title: _____ e-Mail: _____ Cost: _____

2nd Person Name: _____

Title: _____ e-Mail: _____ Cost: _____

3rd Person Name: _____

Title: _____ e-Mail: _____ Cost: _____

4th Person Name: _____

Title: _____ e-Mail: _____ Cost: _____

Total Cost: USD \$ _____

Company Name: _____

Company Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ Fax: () _____ Date: _____

METHOD OF PAYMENT

Purchase Order #: _____ Payment Enclosed:

Authorization to Charge My Credit Account:

Check One: VISA MasterCard American Express

Card Number: Exp. Date:

Authorized Signature: _____

Refer To The Training Policy For Cancellation Terms.

Please copy this form if necessary for additional people attending from your facility.

Nidec Minster Corporation

TRAINING POLICIES

Registration:

Registration deadline is two weeks prior to scheduled date. Training program registration is on a first come first-serve basis. Nidec Minster recommends early registration for the training programs. To register complete the registration form; and Mail, Fax or e-mail it to: Nidec Minster Corporation, 240 W. Fifth St., Minster, Oh. 45865, Fax-1-419-628-2222, e-mail-training@minster.com

Program and Schedule Changes:

If lack of registration results in less than the minimum class requirement, Nidec Minster reserves the right to cancel training programs up to ten working days prior to the program start date. Students may elect to reschedule for an alternate training program date or receive a full refund of tuition.

Lodging & Meals:

The Customer is responsible for the Lodging and meals while attending a training program. Lunch is provided for training programs presented at Nidec Minster's Customer Education Center.

Cancellations:

More than 10 working days prior to scheduled date Full refund
Ten working days to six working days prior to scheduled date 50 percent refund
Five working days or less prior to scheduled date No refund

No-Shows:

If a student is not able to attend a program, and has not made arrangements with Nidec Minster Corporation's training department, the customer will be charged 100 percent of the program fee.

Substitutions:

A customer may substitute a student at any time at no extra charge.

Payment Terms:

Nidec Minster cannot guarantee program registration without a formal purchase order or full payment in advance. Customers who have not made arrangements for payment may be cancelled from the program. Payment must be received 10 working days prior to class start date. Nidec Minster Corporation accepts VISA, Master Card, and American Express credit cards.

On-Site Training:

Customers desiring training for a larger group may find it more cost-effective to have a Nidec Minster instructor on site for a custom or standard training program.

When an on site training program is scheduled at the customer's facility, the customer must provide a room free from plant noise to serve as a classroom. It is recommended that it be in close proximity to your press lines. The room is to be set up with chairs and tables, white board or marking easel, projector screen, overhead projector and any other general equipment.

Customer shall appoint a responsible person to coordinate, schedule, and set-up facilities and all other functions necessary for the Nidec Minster training program. The Nidec Minster training Coordinator will coordinate requirements with the customer's designated contact.

Students should not be interrupted by phone messages, call-outs, or other interruptions. Breaks and lunch should allow individuals time to handle necessary business.

No video cameras, still cameras, tape recorders, or recording devices of any kind will be permitted during the training program.

Consult Nidec Minster Corporation Service Department for further details.