

## Policies

### Registration

Each session is limited to 11 participants, so please contact us to verify that space is available. We accept registration forms at any time, but we can only guarantee your space in the course when we receive payment in full.

### Payment and Costs

The cost of the three (3) day short course is \$2,190. A copy of the course lecture notes and the book, *Optical Scattering: Measurement and Analysis*, by John Stover, is included.

Full payment must be made no later than two weeks prior to attendance. We accept VISA™, MasterCard™, and American Express. **We do not accept purchase orders.**

### Course Times and Location

Course times are 9:00 a.m. to 5:30 p.m. daily at the offices of Photon Engineering, 310 S. Williams Blvd #222, Tucson, Arizona.

As a courtesy to your fellow participants, we ask that your schedule allows you to attend the entire 3-day, 8-hour course.

### Transportation, Accommodations, and Meals

Transportation, hotel accommodations, and meal expenses are not included in the course fee. Participants are responsible for making their own arrangements.

Hotels closest to Photon Engineering are the Courtyard by Marriott at the Tucson Williams Center at (520) 745-6000 or the TownePlace Suites at the Williams Center (520) 747-0720 to make reservations. Call or email our office for a list of other hotels in the area.

Tuition includes a continental breakfast and an afternoon snack.

### Cancellation

Registrants who request cancellation fourteen (14) or more days prior to the course's start date are entitled to a full refund or can receive credit toward a Stray Light Short Course to be used within the following year.

Course fees are not refunded if the registrant cancels less than fourteen (14) days prior to the course. In these cases, paid fees are credited toward a future Stray Light Short Course and a \$200 cancellation fee is due upon cancellation.

We reserve the right to reschedule or cancel a course up to **two weeks** before its start date for any reason. If we need to exercise that right, your entire course fee will be promptly refunded.

**To register:** please complete the following 2-pages and return them by email to [donatap@photonengr.com](mailto:donatap@photonengr.com)

Attn: Donata Pfisterer - Sales and Marketing  
Email: [donatap@photonengr.com](mailto:donatap@photonengr.com)

**Please provide the following information:**

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Country: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Please check the class for which you are registering:**

- \$2,190 February 13-15, 2023
- \$2,190 July 17-19, 2023
- \$2,190 October 9-11, 2023

***Please continue to the next page to provide your credit card information.***

**Please provide your credit card information:**

Company Name: \_\_\_\_\_

Customer Name: \_\_\_\_\_

Type of Credit Card:       VISA                       MasterCard                       American Express

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Credit Card Holder Name: \_\_\_\_\_

Credit Card Business Name: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name of person to contact with any credit card questions:

Contact Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Name of person to receive emailed paid invoice, if different from above:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_