



Summa Training Conditions | S Series and F Series

As a valued Summa partner and reseller, you are our link to the end user, representing Summa products and services in the market. While Summa continues to develop its products and services, we want to enable you to grow with us and continue to offer the best services to the end users.

Therefore, the Summa Training Program is an important tool to provide your team with all the necessary commercial and technical knowledge and skills. **Let's align our expectations.**

What do you get in return?

- A formally trained staff
- A certificate of value
- The certainty of acquired knowledge and skills
- Better service options for end customers

Registrations

The S Series Vinyl cutter and F Series Flatbed cutter training sessions take place on a regular basis. An overview of the training sessions is sent at the beginning of each year and can be found on the registration pages.

- Only authorized Summa partners are allowed to subscribe for training.
- Online registration is done via the specific training landing page, shared through the email invitations.
- **Please do not register for someone else.** Use your own computer, own name and email address, otherwise our system cannot correctly capture and confirm your participation.
- The maximum number of participants is **12 students per class**. Registrations will be evaluated and we will contact you if the maximum amount is reached.
- The **first invitation** to an upcoming training session is sent about one week after the previous session. Then, a final reminder is sent about a month before the training.
- Registrations are possible **up to one week in advance** to the training. By that time, the form will be closed and the number of participants will be evaluated.
- Registrants will receive an automatic email confirmation and two to one week before, registrants will receive a reminder for the upcoming training session.

Certification

The business value of the training depends on the extent to which the trainee has acquired knowledge. Summa wants to secure this value by means of a formal test of knowledge and skills (exam). A **positive result will be rewarded with a certificate**. The certificate is issued in the name of the trainee present and is not transferable. Generally, your certificate will be valid for 5 years, however, at 18 months or earlier we recommend following an update. Participation only entitles to a document of proof of participation.

The exam will be coordinated by the trainer after every separate session or on the last day of the training. The **exam must be completed and submitted immediately after it was sent**. In case the questionnaire is not submitted, the trainee will not be allowed to participate in the next training session and consequently not pass the exam. The type of questions will be multiple choice to avoid any doubts about the outcome. The test can be completed online. **If the trainee did not pass the exam, the trainer will evaluate what knowledge is needed to pass the exam and decide if it's necessary to follow the training again.**

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Training value

The Summa training courses have a value of **€ 1,000 per participant** for the F Series (a 5-days training) and **€ 500 per participant** for the Roll cutters (a 3-days training).

- An exam will be taken at the end of a training course. If the trainee passes the exam, the above-mentioned amount will not be charged.
- If the trainee fails the exam, the training cost will be invoiced per person.

Cancellations

Summa wants to encourage participation and discourage last-minute cancellations.

Therefore, only cancellations received up to 7 days (5 working days) or more prior to the start of the course will be accepted. The cancellations must be received in writing to training@summa.com.

In case of **absence without timely notification**, except in the event of unforeseen circumstances, and when no substitute delegate has participated, **the full training cost will be invoiced per person**. In the event of cancellation by Summa, no charge applies.

Regularity

As the Summa products are further developed and new products are released, the content of the training courses will also be adjusted. That is why it is important to **regularly follow the Training Program** to keep your team's knowledge up to date. We recommend having at least 2 persons trained on Summa in your team, who completed a training less than 18 months ago.

Admission

The Summa Training Program is offered exclusively to Summa's officially designated partners. Therefore, if applicable or for any reason, Summa preserves the right not to allow participation in the Summa Training Program.

During your stay

- Be aware that travel costs and hotel accommodation are not included. However, we gladly recommend hotels nearby which you can book at Summa's corporate rates.
- If you need help arranging your transportation from the hotel to Summa, you can contact us at training@summa.com.
- During training, daily lunch is included. Please inform us about special lunch requests (for example vegetarian).

Location and time

- The training takes place at Summa's Offices or Experience Center in Gistel, Belgium.
 - S Series training: Summa Experience Center at **Rochesterlaan 4b**, Gistel (BE).
 - F Series, day 1 & 2: Summa Experience Center at **Rochesterlaan 4b**, Gistel (BE).
 - F Series, day 3 – 5: Summa's Offices at **Rochesterlaan 6**, Gistel (BE).
- The training days start at 9:00 AM and end at about 4:30 PM, unless specified otherwise in the training program. On the last day, training ends at 3:00 PM.



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Language/Documentation

The course and documentation are provided in English. Training classes include all applicable documentation. Everything will be provided digitally. If you'd require a hard copy, don't hesitate to ask us.

Confidentiality

All technical information, provided by Summa during a training and in training-related documents, is confidential and may not be disclosed to any third party.