



## **NIA's Insulation Energy Appraisal Program Virtual Course Cancellation Policy and Course Guidelines**

NIA reserves the right to cancel the class if the number of applicants is fewer than the minimum number required to conduct the class. Paid registrations canceled in writing at least 30 calendar days in advance of a class will receive a full refund, less a \$100 service fee. Paid registrations canceled in writing 29 to 14 days before a class will receive a refund of 50% of the registration fee. No refund or credit will be issued on cancellation requests received less than 14 days before a class begins. Transfers within 6 months of the original course date are permitted with a \$50 fee. Transfers may not be made less than 10 business days before a class begins. Transfer request must be submitted in writing. All cancellation and transfer fees are subject to change at any time. Applicable refunds will be issued after the stated course dates and, if applicable, after course materials are returned. Attendees who have successfully passed this Insulation Energy Appraisal Program, and their sponsoring employer—provided said employer is a NIA member—shall be listed on the NIA website and other NIA members-only lists. Nonmembers acknowledge that they will not be listed on the NIA website or other NIA member lists. NIA members hereby permit listing on the NIA website and in any other NIA list that concerns the Insulation Energy Appraisal Program.

Course materials will be shipped directly to the student at the address provided to NIA when registering. NIA is not responsible for reshipping of materials if the address provided is not accurate. Any materials that are requested to be shipped outside of the continental United States will incur additional international shipping and handling fees, which are to be paid for by the student.

The National Insulation Association (NIA) holds the copyright for the name, logo, and the training course content and materials. Pages, photos, or slides may not be reproduced, photocopied, or reprinted in any way without the written permission of NIA. If a student cancels the course after the student materials are shipped, the student will be responsible for sending NIA the unopened course materials and the shipping cost to return the materials to NIA within 10 days of the cancellation notice. If the course materials have been opened an additional fee of \$150 will apply.

NIA sponsors the Insulation Energy Appraisal Program and certification as a service to the commercial and industrial insulation industry. NIA is not responsible for certified insulation energy appraisers' performance of insulation energy appraisals, the appraisal results, and/or any subsequent use or performance of any insulation system. Attendees of the Insulation Energy Appraisal Program and their sponsoring employer(s) acknowledge that any use of the knowledge and/or techniques gained through the program is at their own risk and agree to hold NIA harmless from any liabilities (including attorney's fees) relating to or arising from, directly or indirectly, the use of the knowledge and/or techniques gained through the Insulation Energy Appraisal Program or attendee's performance, actions, or omissions. To the extent it would otherwise prohibit the sponsoring employer's indemnity, sponsoring employer hereby waives its immunity, if any, as a complying employer under workers' compensation laws.

The Participant, recognizing that the NIA may audio and/or video record the course which the Participant attends and being aware of this expressly gives NIA permission to use Participant's name and any photo and/or video in which Participant appears, and any quotes from Participant, to present future virtual training programs of the Insulation Energy Appraisal Program and/or to promote the course without further compensation or permission, except where prohibited by law. Further, the participant (i) understands that photos, video, and/or quotes may be made available to print, video, Internet, and other media, (ii) understands that photos and/or video may be captioned and that the caption may include, when appropriate, Participant's first and last name, and (iv) expressly releases, discharges, indemnifies, and agrees to save harmless the Released Parties from and against any Claims arising, directly or indirectly, from the publication or use of such photos, video, quotes, or Participant's likeness, including, without limitation, any claims for invasion of privacy or right of publicity, or loss or liability resulting there from.

