LECTURE ACCESS SOFTWARE SPECIFICATIONS and FEES (TUITION)

Attendance will be taken before and after each lecture, both manually and electronically. Each lecture will be completed at the end of the webinar attended. **Lecture Fee** (Tuition): $65 - single class, three credits - for registrations made five days before the lecture. Last minute registrations are $96 ($32/credit) Participants will receive a lecture and exercise handout upon payment of the fee, before the lecture starts. Places fill fast. Please register at least one week in advance to ensure a place. Due to limited class size, no place can be held without receipt of the entire payment. Last minute participants will be enrolled only if there is room.

LECTURE SCHEDULE: all the lectures are given Saturdays, 9:30 to 12:30 via webinar. For specific dates please consult the Homepage of www.sliu.org

NOTIFICATION OF ACTIVITY CANCELLATION:
If the lectures are cancelled by the instructor, 100% of the fee will be refunded at the time of cancellation.

REFUND POLICY
Participant cancellations: Our refund policy is designed to discourage last minute cancellations and to help participants on the waiting list. Requests for refund must be made before the lecture starts. 15% administrative fee will be subtracted from the payment. NO TUITION REFUNDS WILL BE MADE AFTER THIS TIME, except on a pro-rated basis, less administrative fee, upon proof of disability, incarceration, or family emergency. Before the lecture starts, the tuition, less the administrative fee, can be refunded for any reason. Please allow five business days to process the refund.

All lectures will be given on **webinar conference software via Internet**, and/or phone conference where everybody must sign in and out, the same as being in a classroom. Participation is possible only after both instructor and participants sign in at the appointed day and time. Distractions during the lecture are not possible because all participants enter into a virtual classroom where only the instructor, materials, and participants are permitted. In order to use the computer for anything else everybody needs to sign out of the virtual classroom. Also, the software permits screen-sharing of documents during lecture, and direct interaction with the instructor and other students. The lecture's hypotheticals, exercises for discussion, comments and clarifications will appear on the electronic blackboard during the lecture. The certificate of completion will be submitted via email.

Attendance will be taken both manually by the instructor and electronically by the webinar software, for each lecture, to ensure accurate attendance record-keeping.
For vebinar conference access students need Widows 1997-2003, or Widows 7, Apple or smart phone apps with headsets, DSL internet connection or higher, 4G Broadband internet access, and a headset speaker for clear and loud enough communication during lecture, although for some computers it is possible to attend effectively without a

headset speaker.   Web video conference software is also compatible with Apple/Mac users.
Students without internet access can attend the lecture in real time via telephone access provided by the same software company. In this case all materials will be sent to the student in advance via regular mail. The instructor is always available via mail, email, fax, phone and GoToMeeting.

DISCLAIMER
Before each lecture the instructor will test the webinar software to ensure its proper functioning during the lecture. However, if for technical reasons beyond the instructor's control the software malfunctions and causes interruptions, the lecture will continue over the telephone. If there is a power outage, and there are no other long distance means of continuing the current session, the entire lecture will be rescheduled at no additional cost. There will be no refunds given for software malfunction. Thank you for your understanding.