

SOLAR ENERGY INTERNATIONAL

Renewable Energy Education and Sustainable Development



2010

WORK-TRADE POLICY FORM:

(Please do not sign this form; it is solely for informational purposes. If you are accepted into the Work-Trade Program, you will be required to sign it in person).

SEI offers its Work-Traders a day for day trade agreement. One 8 hour day of work is traded for one day in our workshop. We require that all work-traders take a minimum of 8 weeks of workshops, so our work-traders can expect to commit themselves to 16 weeks of work and workshops. We strive to have all of our work-traders complete their work portion before taking any workshops, so most work-traders work in the spring or early summer and then complete their workshops after that. If a work trader chooses to take more than 8 weeks of workshops, then he/she must pay full price for those extra workshops.

We trade 100% of total tuition in exchange for work, but all work-traders must put 25% of the total tuition down to reserve their space in the workshops. Here's how it works: If you are accepted into SEI's Work Trade program, you must let the WT Coordinator know which workshops you would like to take (remember, we ask that all WT'ers complete the work portion **before** taking any workshops). Once we confirm that you are registered in the workshops, we require you to put down 25% of the total cost to hold your place (this payment is expected before you start your work-trade). After you complete and pass each workshop, you will be refunded 25% of that workshop cost. By the time you've completed all of your workshops, your entire down payment will have been refunded to you. With that said, your payment **will not** be refunded if you cancel a workshop for some reason. All SEI cancellation policies apply to Work Traders.

***Online Courses count as 1 week each (even though they run for 6 weeks).**

***All WT'ers must take SEI's Building For the Future Online Course as part of the 8 weeks of workshops!!!!!! (or you can take the in person Sustainable Building Workshop on 5/10/10 instead if you've completed your work portion of the trade by then)**

Within the period of one (1) week from your start date, you must have registered for a minimum of 8 weeks of workshops and provide the 25% deposit for the workshops you are registering for.

You will be given workshop credit for the WT hours you put in. These credits will only be valid for workshops offered one (1) year from the last day of your work-trade. For example if you complete your hours on February 20, 2010, you will have until February 20, 2011 to use your credit. This credit is not transferable to other people nor is it transferable for merchandise. We urge you to use your credit within the same calendar year, however.

All work trade hours must be completed in full before beginning your Renewable Energy Education Program (REEP) workshops. All participants undergo a 10-day trial period. At the end of that period

Solar Energy International

P.O. Box 715 • Carbondale, CO 81623

(970) 963-8855 • fax (970) 963-8866 • e-mail: sei@solarenergy.org

www.solarenergy.org

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either party (SEI or the work trader) has the right to discontinue the working relationship. All program participants are required to keep a working log of their hours and activities to be turned in to their staff liaison at the end of each week. At the end of the work term an evaluation is to be completed by each participant, and an exit interview will be conducted with your SEI Staff Liaison.

Please note that should you cancel any of your REEP Workshops, credit hours are non-transferable (unless approved by SEI) and non-refundable. If your work trade term ends after the 10 day trial period, SEI will honor your hours worked by trading \$14.00 off of your workshop tuition for every hour worked in that trial period.

Registration and tuition are subject to the same terms for all REEP participants (including work trade participants). Please read our registration procedure, refund policy and cancellation policy available on our website and our catalog.

Dated: _____

Participant Signature: _____

Printed Name: _____

OFFICE GUIDELINES FORM

- Usual office hours are Monday through Friday, 9 -5. All work is to be completed during this time.
- SEI has a limited number of phone lines, we ask that personal calls are kept to a minimum and long distance calls are done out of the office or on a calling card.
- Due to limited space and computers, we ask work-traders to use the computer in the classroom for personal business and during non-office hours.
- Due to the overall impact of pets on the office and staff (we already have about 4 office dogs), work traders' pets are not allowed in the office.
- Only SEI staff members are to be in the office during non-office hours unless otherwise approved by your staff liaison.
- It is important to stay with the agreed upon schedule for the duration of your work program. If at some point there needs to be a change please consult with SEI's Work-Trade coordinator, Soozie Lindbloom.

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- Any schedule changes in REEP Workshops are subject to the same terms for all REEP participants (regardless of work trade participation) and must go through the proper procedure. Please read our 2010 cancellation policy on our website (and in our catalogue). Please work directly with Soozie Lindbloom, SEI's Work Trade Coordinator, for any workshop scheduling issues.
- You must keep a log of your hours and completed work and turn that in at the end of each week to your staff liaison.

Dated: _____

Participant Signature: _____

Printed Name: _____

INFORMED CONSENT AND RELEASE OF LIABILITY FORM

In consideration of, and as part of my payment for, the right to participate in Solar Energy International, Inc. (SEI) work-trade program, the use and demonstration of the company property of Solar Energy International, Inc. and my attendance at this 2010 RENEWABLE ENERGY EDUCATION PROGRAM (REEP) conducted by Solar Energy International, Inc., of Carbondale, Colorado, I hereby expressly agree to the following:

1. I understand that ALL material/documents that I work on or create while at SEI, are, and will remain the intellectual property that is copyrighted and owned by SEI.
2. I recognize that there may be risks inherent in participating in hands-on and energy/building related work-trade activities. These include, but are not limited to, the dangers associated with electricity, electrical shock, heavy machinery/tool usage, climbing on buildings, towers, and ladders, and general manual labor. I have taken the opportunity to discuss with Solar Energy International, Inc. through its staff, directors, or workshop presenters any specific concerns I may have regarding the risks associated with the workshop I am attending. As such, I am aware of the risks involved in the work-trade and workshops that I will be involved in.
3. I agree to follow all safety procedures as instructed and expressly accept full responsibility for my well being during the time I am participating in the aforementioned seminar/work-trade and workshops conducted by Solar Energy International, Inc.
4. I agree to assume all risks. I do fully and completely release and discharge Solar Energy International, Inc. (SEI), its board of directors, agents, the workshop host site, tour site hosts, the workshop presenter or the business that the presenter represents, from any liability, damages

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or injuries, actions, causes of actions or demands of any nature including causes stemming from negligence or non-negligence, which may arise in connection with the Solar Energy International Inc., workshop or as a result of any activities engaged in during the use or demonstration of company property belonging to Solar Energy International, Inc. This includes all travel in any vehicle owned or operated by Solar Energy International, Inc., its directors, agents, workshop presenters, and students of aforementioned workshop.

I have read the above agreement with complete understanding of its provisions.

Dated: _____

Participant Signature: _____

Printed Name: _____