



SOLAR ENERGY INTERNATIONAL

renewable energy education for a sustainable future

2015 WORK-TRADE POLICIES

SEI offers its Work-Traders a credit equivalent to \$15/ hour for each hour worked. You can trade up to 100% of the tuition of each class. This is not paid in cash, rather a work-trader earns credit for our online and in-person trainings. If a work-trader signs up for the Solar Professionals Certificate Program, he/she is NOT eligible for the additional “tuition incentive” discount. If he/she is trading for one or more courses, without SPCP, they'll just work off retail value of course.

You are required to fill in a timesheet and have it signed off by your SEI supervisor every 2 weeks.

Within the period of one (1) week from your start date, you must have registered for all of your workshops and provide a credit card to be kept on file. An equivalent amount of trade hours must be completed in full before beginning your trainings.

A credit card must be provided, to be kept on file, as a security deposit upon workshop registration. A **\$300** charge will be applied if you are accepted into the program and are unable, for any reason, to follow through with the work-trade commitment.

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 August 20, 2013, you will have until August 20, 2014 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.

Work-traders can take PV351L, only with approval of SEI. This course is designed a very high level training and a person must have the appropriate experience in the design and installation of PV systems. Only one work-trader is allowed in each PV351L class and you must receive approval of SEI staff before enrolling.

All international workshop tuition includes food and lodging. All Work-Traders must pay for food & lodging separately as these fees are not subject to trade.

All participants undergo a 10-day trial period. At the end of that period either party (SEI or the work trader) has the right to discontinue the working relationship. If your work trade term ends after the 10 day trial period, SEI will honor your hours worked by trading credit (equivalent to \$15/hours) off of your workshop tuition for every hour worked in that trial period. However, SEI will charge an additional \$300 fee to cover administrative fees. If your work trade term ends and you choose to NOT apply your hours towards workshop tuition, you may apply your hours worked by trading off of your \$300 deposit.

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



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an evaluation is to be completed by each participant, and an exit interview will be conducted with your SEI Staff Liaison.

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

Please note that should you cancel any of your Workshops, credit hours are non-transferable (unless approved by SEI) and non-refundable.

OFFICE GUIDELINES FORM

Usual office hours are Monday through Friday, 9 –5. All work is to be completed during this time (unless otherwise approved by the SEI staff liaison).

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 on a cell phone.

Due to the overall impact of pets on the office and staff, work traders' pets are not allowed in the office.

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 your SEI Staff Liaison.

I understand and agree to the above Solar Energy International Work-Trade Policies.

Participant Signature: _____

Printed Name: _____

Dated: _____