



September 25, 2008

Technology Integration Done Right

Subject: Training Policies and other related information

Training Reservations

For training information on any of the classes hosted by LPS Integration, please email training@lpsintegration.com, or call our office at 866.577.2902 and ask to speak with the Training Department. To reserve your seat, a Purchase Order must be submitted to LPS Integration for the full cost of the class. You may fax your Purchase Order to 615.564.5922 or submit it via email. A seat is not guaranteed until a Purchase Order is submitted. Please include full contact info for the student(s) attending class.

Once a Purchase Order is received and processed, a confirmation email will be sent to the enrolled student(s). Payment will be due in full at this time.

Training Cancellations

To cancel a previously scheduled class, written notice must be received by the Training Department at least 10 business days prior to the start date of the class. Cancellations which follow this procedure are entitled to a full refund.

Any customer who fails to follow the cancellation policy will be responsible for the full cost of the class.

Rescheduling

Any customer with an enrolled student may change the paid registration to a different student by submitting a written request in writing to LPS Integration prior to the beginning of the class. Once a class begins, the student cannot be replaced.

Retake Policy

Any student who successfully completes a course will be allowed to audit the same course, within 1 year of the date of the original class, at no charge. This is done on a space-available basis. Audits are good only for the same course, and student will be responsible for providing their own course materials.

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Phone: 866.577.2902 Fax 615.349.9009 * 230 Great Circle Rd. Suite 218 Nashville, TN 37228

For further descriptions of products and services, visit us at: www.lpsintegration.com



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Any customer who fails to follow the cancellation policy will be allowed to take advantage of the retake policy within 1 year of the date of the original class, and only for the exact same class. Depending on the class, LPS reserves the right to honor this request, and only for the same previously enrolled student, as some vendors have tracking mechanisms for certification purposes and have very strict retake policies.

Additional Information

All courses hosted by LPS Integration are subject to a minimum number of enrolled students, and may be cancelled or rescheduled as needed. If a class is cancelled or rescheduled by LPS Integration, a previously registered student can request and receive a full refund if a date is not announced by LPS or if the student is not available on that new date.

Recommended Lodging

LPS Integration has made arrangements with the Springhill Suites Marriott hotel, conveniently located less than 1 mile from our office, to offer our out of town students a special rate of \$104 per night when booking a stay in Nashville. This is a \$35 discount from the regular rate. To take advantage of this offer, please mention the "LPS Integration \$104 student rate" when calling to reserve your room.

Hotel information:

250 Athens Way
Nashville, Tennessee 37228 USA
Phone: 1-615-244-5474

<http://www.marriott.com/hotels/travel/bnasm-springhill-suites-nashville-metrocenter/>

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