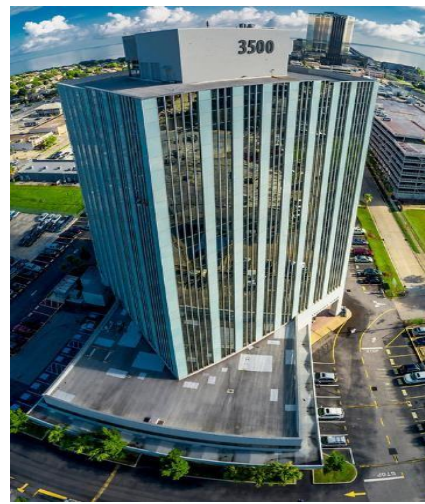




Executive Office Tower
3500 N. Causeway Blvd., 10th Floor Suite #1050
Metairie, LA 70002

PHONE: (504) 576-1010

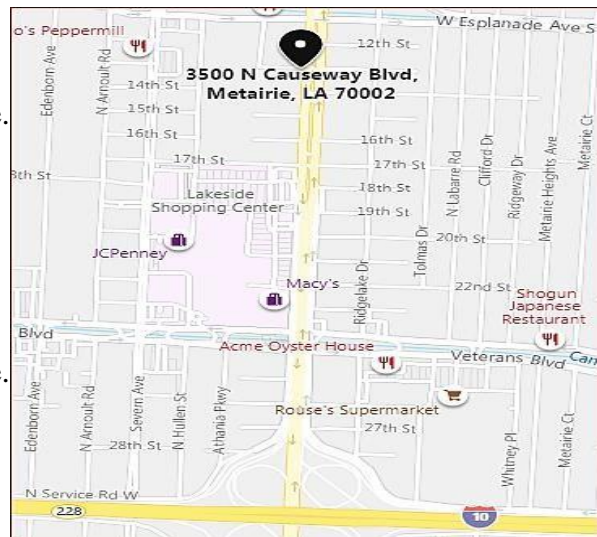


Directions from I-10 East-bound:

Take I-10 East towards New Orleans.
Exit 228 - Causeway Blvd. N. towards Mandeville.
Merge onto N. Causeway Blvd.
Turn left onto Melville Dewey Dr.

Directions from I-10 West-bound:

Take I-10 West towards Baton Rouge.
Exit 228 - Causeway Blvd. N. towards Mandeville.
Keep left to take the Causeway Blvd. N. ramp.
Merge onto N. Causeway Blvd.
Turn left onto Melville Dewey Dr.



GENERAL INFORMATION: Class times are from 8am – 5pm. Lunch break is 12pm – 1pm. Please arrive 15 minutes prior to class time to sign-in & receive your courseware. Please bring a pen and highlighter with paper for note taking. Coffee and vending services are available.

NEARBY RESTAURANTS INCLUDE:

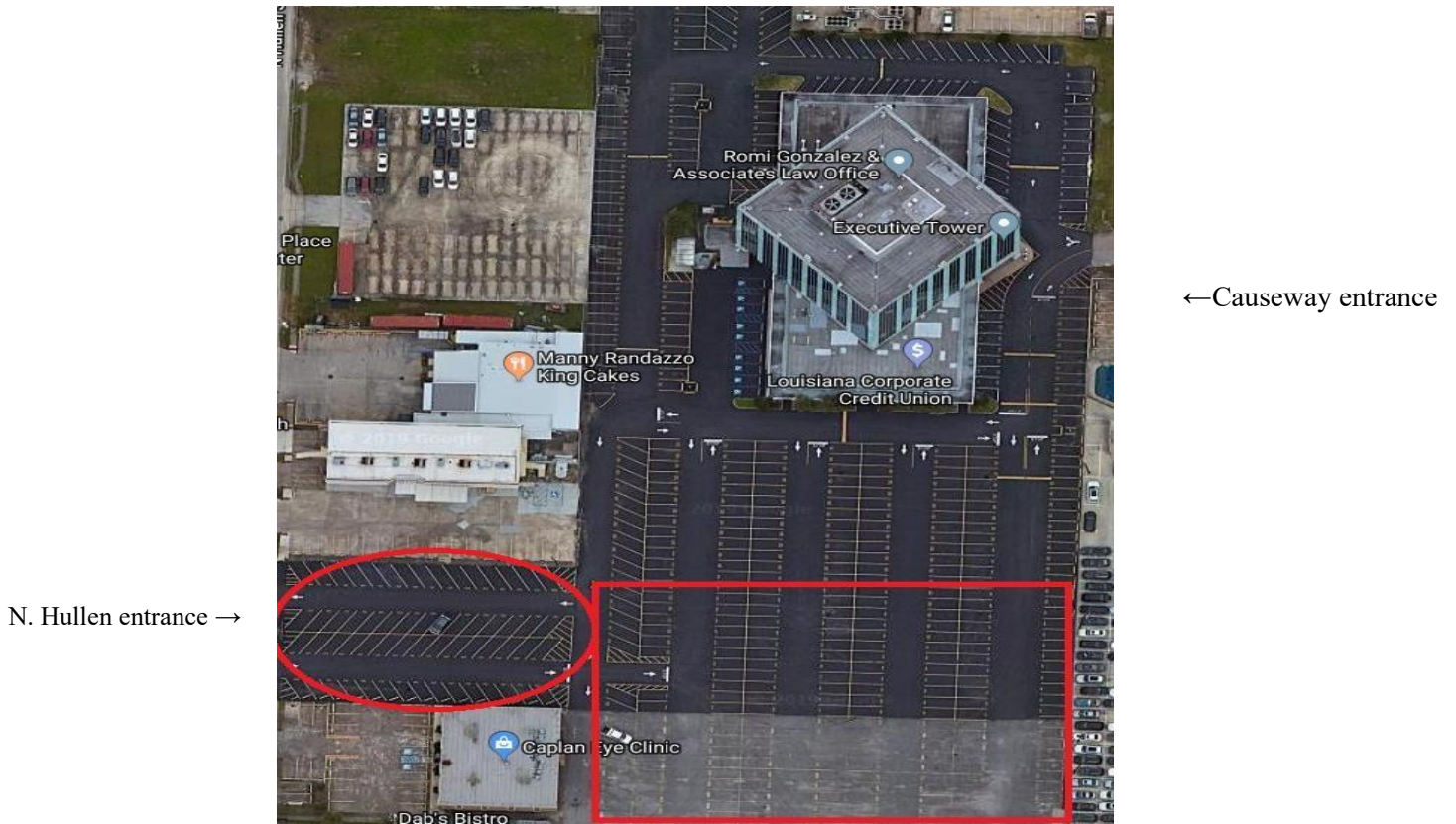
Caffe Caffe
Albasha
Wendy's
Raising Cane's

Taquiera Corona
Kosher Cajun Deli
Acme Oyster House
Cheesecake Bistro

China Rose
Bistro Orleans
Sushi Village
Bud's Broiler

PARKING: LANTEC student parking is available free onsite in an open surface lot adjacent to the 3500 Executive Tower. Please do not park in slots marked as VISITOR-2 HOUR LIMIT since your class will be 8 hours in duration. There are numbered slots surrounding the building & students may park in any numbered slot that is not labeled RESERVED.

Shown below is a satellite view of the parking lot, with the available student parking circled/marked in red. These parking spots are located at the North Hullen entrance, as well as the back end of the lot (towards the post office and mall). For any questions regarding parking or directions, please do not hesitate to give the office a call.



CANCELLATION POLICY: LANTEC requires at least a FIVE (5) business day notice from students when cancelling OR requesting rescheduling of a class. Book quantities are purchased; computers are specifically configured based on the number of students attending. Much time and resources are spent preparing for your class delivery. Students are turned away from full classes. As stated and agreed, upon signing and returning your enrollment form, failure to cancel (5) days prior to class and not attending will result in a \$50 Late Cancellation fee per non-attending student per day. (Ex. no-showing on a 5 day course = \$250 cancellation penalty) The cancellation of a private course and/or client site delivery in less than (10) business days prior to scheduled date will result in a 50% chargeback penalty. NO REFUNDS issued for prepaid classes not attended; class credit will be extended for 12 months following the date of cancellation. Please contact your LANTEC Account Executive with any questions you may have about our policy.