



4000 S Sherwood Forest Blvd.
Baton Rouge, LA 70816

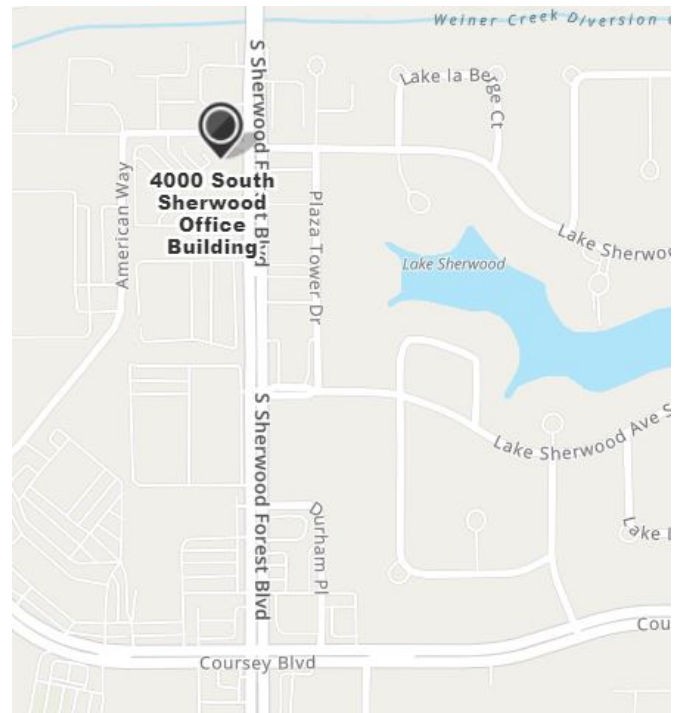
MAP & DIRECTIONS TO LANTEC:

From I-12: Take the Sherwood Forest Blvd. exit and turn south. Continue south for approx. one mile and turn right on Lake Sherwood Ave North, immediately after Starbucks. Enter our parking lot immediately on the left across the street from Starbucks.

From I-10: Take the Siegen Ln exit and turn east (towards Airline Hwy.) Follow Siegen Ln / Sherwood Forest Blvd past Airline Hwy and Coursey Blvd. At the next light after Coursey (Lake Sherwood Ave North), turn left. Enter our parking lot immediately on the left across the street from Starbucks.

GENERAL INFORMATION:

1. All class times are 8:00am – 5:00pm. Lunch break is 12 pm – 1 pm. Please arrive 15 minutes prior to class time and sign-in with receptionist.
2. You will be issued courseware upon check-in and only need to bring a pen and paper for note-taking.
3. If overnight accommodations will be necessary, LANTEC can recommend nearby hotels. Please call us if you would like more information.



Nearby restaurants include:

Sonic
El Paso Mexican
Bull Chicks Wings/Wraps
Piccadilly

Subway
Hunan Chinese Restaurant
The Chimes
Albasha

Jimmy Johns
Dairy Queen
South of Philly
Wendy's

COURSE CANCELLATION POLICY

Please Note: 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.