

Training Vouchers

Training vouchers enable you to save money with volume discounts and the flexibility of training different employees in various subjects using our regular class schedule. Each voucher is redeemable towards 3-hours of a regularly scheduled class. You turn in enough vouchers to total the estimated number of class hours listed in this book (not the number hours of the actual class). Example: If you would like to take the Word Unit 1 class that is up to 9 hours you would turn in 3 vouchers for that class. IF your class finishes early (for example due to low enrollment) you will still be required to turn in the 3 vouchers. Voucher pricing is based on the cost of the class, not an hourly rate. The total number of vouchers is due the first day of class. To be eligible for vouchers, the cost of a class cannot exceed \$490. Vouchers are good for one year from date of purchase and are nonrefundable. There will be a fee of \$25.00 to replace lost vouchers. *Vouchers can only be used for classes on our regular training schedule, and cannot be used for custom training or training by request.*

Vouchers Per Booklet	Booklet Cost	Discount
20	\$1,650 each	13%
30	\$2,365 each	17%
50	\$3,800 each	20%
70	\$4,985 each	25%
100	\$6,650 each	30%
140	\$8,645 each	35%
175	\$9,975 each	40%



Lab Cards

Lab Cards enable you to use our computer labs to practice your computer skills. Each time you use the lab you must have your lab card punched prior to use. The lab time includes the use of our class files, MS Office tutorials, typing tutors, and printers. Lab Cards are good for 2 months from the date of purchase and are nonrefundable. Lab Cards are transferable. *Lab time does not include an instructor.*

Replacement: There will be a fee of \$25.00 to replace lost cards.

Lab Availability: Lab time can be reserved or is available on a first come first served basis. Call for lab schedule and to reserve time. Reservations have priority!

Lab time per hour	\$15
8 Hour Lab Card	\$100

Training • Consulting • Rentals • Testing Center

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