

RSVP LOCIS May 2010 Training Classes RSVP

LOCIS 7.0 Payroll

<p>Thursday, May 6 <u>Collinsville, IL</u> Collinsville City Hall 125 South Center Street Collinsville, IL 62234</p> <p>Class time is approx. 9:30am – 3:30pm</p> <p>Deadline 4/29/10</p>	<p>Thursday, May 13 <u>Forsyth, IL</u> Forsyth Village Hall 301 South Route 51 Forsyth, IL 62535</p> <p>Class time is approx. 9:30am – 3:30pm</p> <p>Deadline 5/6/10</p>	<p>Friday, May 14 <u>Joliet, IL</u> Joliet Park District 3000 West Jefferson Street Joliet, IL 60435</p> <p>Class time is approx. 9:30am – 3:30pm</p> <p>Deadline 5/7/10</p>
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REGISTRATION

Register before the deadline to avoid class being cancelled. Registration fee of \$125.00 per attendee includes lunch (menu may vary). All registrations must be received in writing – sorry, no phone registrations accepted. Registrations accepted via fax (815) 744-8182 or email kim@locis.com by completing registration form or submitting your request in writing on letterhead.

CONFIRMATIONS

Confirmations of classes will be submitted via fax or email to those that have registered. Confirmation will include directions to the facility. If you do not receive a confirmation of your registration, contact Kim McCarl at the LOCIS office.

TO CANCEL A REGISTRATION

Cancellation of registration must be made 7 days prior to the class by contacting Kim at the LOCIS office by submitting in writing via fax or email. Those registering and not attending or canceling after the registration deadline will be invoiced.

CLASS CANCELLATION OR LOCATION CHANGE

All LOCIS classes are subject to cancellation up to 72 hours prior to the class. Only those who have registered will be notified of any such cancellation or location change. LOCIS will not be responsible for any expenses due to non-registrants arriving to a class that has been cancelled or when a location has changed.

CLASS HANDOUTS

Class handouts are available by mail (complete the request form below, including Name and mailing address) for a \$10.00 fee or at no charge via email by submitting your request to kim@locis.com. Class handouts are also available at www.locis.com under the “Classes” tab.

Not Attending Class Handout
Community

Please check the correct location of the class you will be attending.

Collinsville	Forsyth	Joliet	Name of Attendee
5/6	5/13	5/14	Please print clearly.
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