

Salazar, Amanda

From: The National Transit Institute [registrar@nti.rutgers.edu]
Sent: Thursday, January 24, 2013 3:14 PM
To: Salazar, Amanda
Subject: Your Course Registration with NTI

Thursday, January 24, 2013

Amanda Salazar

Fort Bend County

Sugar Land TX77478

Dear Amanda:

This letter confirms your registration in the upcoming course, Procurement Series - I - Orientation to Transit Procurement, starting on Tuesday, April 23rd, 2013. The training site is the Grove Hotel, located at 245 S. Capitol Boulevard, Boise, ID, 83702. The complete course schedule is as follows:

April 23-25, 2013 - 8:30am - 4:30pm and April 26, 2013 - 8:30am - 12:00pm

Sign in will take place between 8:00am and 8:30am on the first day. There will be mid-morning and mid-afternoon breaks, and an hour for lunch. Participants are responsible for their own meals. Dress is business casual.

If you work at this location, please inform your supervisor that you are not available during the training period. We appreciate your cooperation.

If you are unable to attend this course, please Drop the course so that the seat can be available to someone else. If you registered online for the course, you can Drop the course online. To Drop a course, please Login to our website at www.ntionline.com. Click My Account to see your Student Profile. At the top of your Student Profile page you will see the words "Click here to view your current schedule." This will take you to a list of your current course registrations. To Drop a course, simply select the word "Drop" next to the course wish to Drop. You will then confirm the course Drop by clicking on the red bar that says Drop This Class.

If you did not register online, or you would be entitled to a refund, please contact me. Course cancellations must be made at least ten days prior to the start of the class to receive a refund.

On behalf of NTI, I'm delighted you will be participating in our program.