



**NEW HORIZONS COURSES:
HANDS-ON COMPUTER TRAINING**

REGISTRATION FORM

Name: _____ Date: ____/____/____

Library: _____ Phone: _____

Address: _____ Fax: _____

_____ Email: _____

Use a separate form for each registrant. There is a limit of one course per person. Duplicate this form as needed, and keep a copy for your records.

INDICATE THE COURSE YOU WISH TO TAKE (At least two weeks notice required):

<u>Course</u>	<u>Date/Time</u>	<u>Location</u>	<u># of coupon(s)*</u>
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Authorizing signature of Library Director or Department Head, affirming applicant is employee of the library:

<u>Name</u>	<u>Title</u>
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REGISTRATION FEE (Select appropriate fee from rate schedule on verso):

My library is a member of LILRC: Yes No

Enclosed is check for ____ coupon(s) @ \$ ____ + \$5.00 CEU fee (optional) =\$ ____ total

We will confirm that we have allocated the coupon(s) needed for the course you chose. If you are unable to take the course as scheduled, please call Charlotte Sweda at **631-632-6692** immediately to reschedule. You may register through the end of June 2008 schedule of courses. Current course catalog can be found online at <http://www.newhorizonscourses.com/classes/>.

An "Inadequate Notification Fee" will be charged if you do not take the course for which you hold a reservation and you do not provide adequate notice.

Please fax your registration form to **631-632-6662**, and send your check by mail. **Please send form to: LILRC/NH Courses, Melville Library Building, Suite E5310, Stony Brook, NY 11794-3399.**

* There are no physical coupons; registrations are charged against LILRC's account with New Horizons.



M E M O R A N D U M

TO: ALL LIBRARIES (PLEASE SHARE THIS WITH YOUR COLLEAGUES)
FROM: Min Liu, Assistant Director
DATE: January 3, 2008
SUBJECT: NEW HORIZONS COMPUTER COURSES ~~Rate Changes~~

LILRC will continue to offer hands-on computer training courses through the New Horizons (NH) Computer Learning Centers in Westbury and Commack.

For several years we have been able to maintain low rates for the popular computer courses given at New Horizons Computer Learning Centers. Inevitably there are price increases every year, of which LILRC can absorb only a part. For member libraries, LILRC subsidized course rates are more than 50% off the catalog prices. Non-member rates do not reflect the LILRC subsidy.

There is a limit of one course per person. Authorizing signature of Library Director or Department Head is required, to verify the registrant is a library employee.

An "**Inadequate Notification Fee**" will be charged if you do not take the course for which you hold a reservation and you do not provide adequate notice. Canceling an Application Course reservation with less than three business days notice will result in a \$50 "Inadequate Notification Fee." Canceling a Technical Course reservation with less than ten business days notice will result in a \$100 "Inadequate Notification Fee."

To register, please use the attached registration form with course rates on the back of the form. For the current course catalog, please check the NH home page at <http://www.newhorizonscourses.com/classes/>.