

# General Training Information

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## Location

All classes are held at our factory in Charlotte, North Carolina with the exception of on-site classes. Refer to the map for directions to the plant.

## Registration

Registration is accepted on a first-come, first-served basis. Enrollment is limited for each class so register early to assure availability.

**Seats are not reserved until a purchase order, credit card or check has been received with a valid registration.**

Registration forms are available on the web site ([www.ssddrives.com](http://www.ssddrives.com)) and should be faxed to 704-588-3249 or 704-588-4806.

## Fees

Fees include tuition, appropriate manuals, and instructional materials. They do not include student travel or living expenses. Students can pay the fees by check, credit card or purchase order. The fees are due two weeks prior to the scheduled course start date. If students cancel less than two weeks from the scheduled course date, they will forfeit their fees.

## Notice

Parker SSD Drives may reschedule or cancel any training course. It reserves the right to change any published material including the course schedule, content and pricing without notice.

## Class Confirmations

Classes will be confirmed by fax or email, 2 weeks prior to scheduled course date.

**\*\*\*\*\*IF it is less than 2 weeks to the scheduled course date and you have not received a confirmation, PLEASE CONTACT US IMMEDIATELY. \*\*\*\*\***

## Class Hours

All classes begin at 8:30am and end at 4:30pm.

## Scheduling Contacts

For additional information please contact the following:

Scheduler	Tracy Via	ext. 1188
Trainer	Curt Tillman	ext. 1128
Phone	(704) 588-3246	