



PCC Extension

September 1, 2012

John Smith
123 Main Street
Los Angeles, CA 90001

e-Gift card Redemption Code: XXXXXXXXXXXX

Dear John,

This letter is to notify you that **Mary Jones** has purchased a PCC Extension e-Gift card in your name in the amount of **\$50.00**. Below is her message to you:

*Happy Birthday, John! This is for that guitar class you have always wanted to take.
Your friend, Mary.*

Please save this letter as it contains valuable information about your e-Gift card and how to redeem it for a class(es) taught through PCC Extension. *The information containing the e-Gift Card Redemption Code cannot be re-sent.*

To redeem your e-Gift card and register for a class with PCC Extension, please go to www.pcclearn.org. There you will find the class catalog containing a wide variety of courses, programs, and trips. You may access the online class catalog by selecting "Courses" or "Search" at the home page. Once you have selected the class or classes you want to register for and have added them to your shopping cart, select "Checkout" to go to the payment screen.

To redeem your e-Gift card, simply enter your e-Gift card Redemption Code (located at the top of this letter) in the "Discount" field at the bottom of the payment screen and select "Apply Gift Code." The screen will refresh to show you the amount that your order has decreased by using the e-Gift card. If there is a balance owing, this will display and you may conclude your transaction by using either a credit or debit card. If there is credit still available on your e-Gift card, a balance remaining will display. Any e-Gift card balance may be applied to another class now or at a later time.

Your e-Gift card is non-refundable, may not be redeemed for cash and has no monetary value. Your e-Gift card does not expire. Should you cancel a class purchased with an e-Gift card, standard class cancellation fees will apply. A voucher in the amount of any remaining balance will be created for you to use for a class(es) at a time of your choosing.

Congratulations for being the recipient of a PCC Extension e-Gift card! Should you need assistance about how to redeem your e-Gift card, if you would like to register by phone, or if you have any questions, please contact the PCC Extension office at (626) 585-7608.

Sincerely,

PCC Extension Staff