



PBPN Education Department

Class Schedule

Cover Letter & Resume Writing

For enrollment, please fill out the information below and place a check mark (X) in the box to the right of the class you wish to attend. You may email the form to Kristina Matsapto at KristinaM@pbpnation.org. You may fax the form to her attention at 785-966-4052 if you desire.

Name _____ Phone _____ Date _____

Email _____

Department _____

Department Director Signature _____

Classes are held from 9:00 a.m. to 4:00 p.m. at the Education Department Computer Lab, unless specified otherwise. Participants will be notified of any changes or cancellations. A minimum of 5 participants is required to conduct the course.

Class Title and Length	Price	Class Date	X
Cover Letter & Resume Writing	*See Cancellation Policy	Wednesday, February 20, 2019 9:00 AM-11:00 AM Government Center Computer Lab	

Upon completion of each class, a certificate of attendance will be provided.

Signing and returning this form is accepted as acknowledgement of the cancellation policy. Courses are free to attend, but cancellations made less than three (3) business days in advance will result in the participant's department being charged the full participant fee.

Cancellation Policy: Cancellation less than three (3) business days prior to the date of class will be have the participant fee charged to the participant's department. Cancellation more than three (3) business days prior to class will not be charged. Substitutions within the same department will be allowed, but must have the department director's approval and notification to Education Dept.