REGISTRATION INFORMATION

Since workshops are offered on a cost-recovery basis, a minimum enrollment is required for each. Therefore, if you register for a workshop, but discover later that you cannot attend, you will be charged unless you cancel your registration at least 10 days before the workshop begins.

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To: Irene Hays, Manager, BNW - Writing Skills Workshops (ROB/1426/3000)

FEE: $110.00

TITLE OF WORKSHOP _____

NAME _____ JOB TITLE _____

DEPARTMENT AND SECTION _____

WORK LOCATION _____ TELEPHONE _____

ORGANIZATION CODE _____ WO# _____ * PR# _____

MANAGER'S SIGNATURE _____

*The auditors request that we charge to overhead accounts, if possible.