

*We inspire our community to work in partnership  
and cultivate a vibrant economic future.*



**Leading Through People and Processes – Cohort #3**  
**LETTER OF AGREEMENT**

This letter of agreement sets forth our mutual understanding and agreement regarding the **Leading Through People and Processes** training series for cohort #1 that **Envision Greater Fond du Lac, Inc.** and **Moraine Park Technical College** have agreed to provide to your organization.

This letter provides written confirmation to **Envision Greater Fond du Lac, Inc.** and **Moraine Park Technical College** for the number of participants you plan to send and the quantity of materials and equipment required.

1. **Envision Greater Fond du Lac, Inc.** and **Moraine Park Technical College** shall provide \_\_\_\_\_ seats in Leading Through People and Processes – Cohort #3 beginning on February 20, 2020, at Envision Greater Fond du Lac, Inc. The series will consist of 7 class sessions, which will be held approximately every three weeks over the course of 5 months. Supportive materials will be provided for each participant. In return for the foregoing, you have agreed to pay **Envision Greater Fond du Lac, Inc.** a fee of \$2,000. This fee will be billed monthly at the rate of \$400.00 for 5 months. All payments shall be paid in U.S. Dollars and shall be due and payable upon receipt of the invoice.
2. A participant may attend any session missed when it is offered as part of another series within 24 months of the participant's enrollment, based on curriculum and program offering. Participants will be billed for missed sessions.
3. If you choose to cancel a registrant:
  - 3 weeks prior to the start of a Series, there will be no cancellation charge.
  - Less than 3 weeks of the Series start date, there will be a \$100 cancellation charge.
  - If a cancellation occurs within the 5 months of class **without** notification to **Envision Greater Fond du Lac, Inc.**, full monthly tuition charges will be billed until we receive notification from the participant's supervisor.

You understand and acknowledge that all copyrights, patents, trademarks and service marks relating to **Leading Through People and Processes** and any material provided to you or the registrants are the sole

and exclusive property of the author. You shall have no right to copy, sell or otherwise distribute such materials without prior written consent. This agreement may be amended only in writing and shall be governed in all respects by the laws of the State of Wisconsin.

Please indicate your acceptance of the above terms by signing below. **Return via email, mail or fax to:**

[info@envisiongreaterfdl.com](mailto:info@envisiongreaterfdl.com)

**Fax: 920.921.9559**

**Envision Greater Fond du Lac, Inc.**  
**23 S. Main Street, Suite 101**  
**Fond du Lac, WI 54935**

We thank you for your business and believe that **Leading Through People and Processes** will assist the registrant(s) from your organization to significantly improve their leadership and management skills.

\_\_\_\_\_  
Authorized Signature: Participant's Supervisor

\_\_\_\_\_  
Authorized Signature: Participant:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Print Company/Organization

\_\_\_\_\_  
Print Address

\_\_\_\_\_  
Print City/State/Zip

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email address - used for class information

\_\_\_\_\_  
Date