


Attachment A

	<p>Division of Continuing Education & Economic Development</p> <p>Memorandum of Understanding (MOU) Non-Credit Instruction/Consulting</p>
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This MOU serves as authorization for **Volunteer State Community College**, Institution, to provide the following for _____, Company.

Program Title/CEUs(if applicable):	
Description:	
Instructor(s):	
Date(s) and Time(s):	
Location:	
Number of Participants:	
Program Fee:	There are no refunds for individual enrollments once the workshop has begun.

The Institution will provide all instructional/consulting materials. The Company agrees that the Institution is the sole owner of all instructional materials to be used or developed for the Program. The Company is not permitted to video/audio tape the instruction or copy written materials unless otherwise agreed in writing by Institution.

If applicable, a record of CEUs earned will be maintained by Institution for individuals who complete the Non-Credit Workshop Registration Form. For training that involves CEU credit, a transcript of record may be obtained by contacting the Division of Continuing Education.

This agreement may be terminated by either party by giving written notice to the other at least 14 days before the effective date of termination. In that event, the institution shall be entitled to receive just and equitable compensation for any satisfactory authorized work completed as of the termination date to include such costs as consultative time, preparation of materials, purchase of textbooks, and other instruction-related costs.

Payment Options: (Check One)

<input type="checkbox"/> Payment by Credit Card: Check one: Visa____ Mastercard ____ Expiration Date _____ Credit Card #: _____ Print Cardholder's Name: _____ Cardholder's Signature: _____	<input type="checkbox"/> Payment by Purchase Order – Invoice Requested: Purchase Order Number: _____
<input type="checkbox"/> Invoice Requested: Company agrees to make payment for services rendered within 30 days of receipt of an invoice. Payments not received within thirty days of receipt of invoice will be delinquent and subject to collection in accordance with TBR and Institution policies and guidelines, including referral to a collection agency. Company agrees to pay all collection costs incurred by Institution.	<input type="checkbox"/> Payment by Check in Advance of Scheduled Instruction/Consulting

The Institution and Company agree that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this MOU or in the employment practices of the Institution or Company on the grounds of disability, age, race, color, religion, sex, national origin, veteran status or any other classification protected by applicable federal or Tennessee law. The Institution and Company shall comply with all applicable federal and Tennessee law.

The Company will provide the Institution advance notice of any special accommodations required by any course participant. The Company agrees to pay the Institution for any additional costs required to provide special accommodations under the ADA.

Signature of Company Official Date
Address

Please print name

Title

Signature of Institution Official Date
1480 Nashville Pike, Gallatin, TN 37066

Please print name

Vice President for Academic Affairs

Title