




MEMORANDUM OF AGREEMENT CONTINUING AND DISTANCE EDUCATION

This statement is made for the purpose of setting forth the essential features agreed upon for conducting a _____ Date: _____

_____ (Project)
by The Pennsylvania State University and _____ (Other Party)


Address _____
The purpose of this project is to: _____

In consideration of the mutual promises contained herein and with intent to be legally bound hereby:
THE PENNSYLVANIA STATE UNIVERSITY agrees to _____


Set forth here the facts with respect to starting date, instructor to be assigned, length of time, or number of meetings to be held, text materials to be supplied, etc. 

The university in consultation with the other party, may, upon reasonable necessity, substitute such instructors and/or text materials as are, at the University's determination, of equal expertise and quality.

THE _____ agrees to _____ (Other Party)

Set forth facts here regarding arrangements for meeting place, other facilities, etc. 

and agrees to the payment to the University of \$ _____ by or on the following date _____

Basis for fee, such as number in project cost per group, etc. 

Invoice should be sent to: Name:
Title:
Address:

OTHER FEATURES TO BE NOTED: (Attach separate sheet if necessary)

(Signature of University representative)

(Title)

(Signature)

(Title)

(Company or organization)

FOR INTERNAL USE ONLY

Budget No:
Post-Code:
Course No:

Program Start Date:
Program End Date: