

Date: Agreement #: _____

Dear:

This letter confirms the agreement, as detailed in Attachment 1, concerning the Accelerated Language Program that the University of Houston’s Educational Technology & University Outreach: Continuing Education (“ETUO:CE”) will provide for _____ (“Customer”).

All changes to this agreement must be made in writing at least seven (7) days prior to the start of the program and agreed to by Customer and ETUO:CE. Any changes necessary after the program begins will be negotiated and agreed upon by the appropriate representatives of each organization.

If Customer chooses to cancel or reschedule with ten (10) days of the start of the program, ETUO:CE has the option to bill Customer 25% of the total cost plus expenses incurred up to the time of cancellation or rescheduling.

Please direct questions to Mercedes Suraty-Clarke at 713-743-1185 or msclarke@uh.edu

UNIVERSITY OF HOUSTON

CUSTOMER

Signature Date
Mercedes Suraty-Clark, Program Director
Accelerated Learning Programs

Signature Date
Name: _____
Title: _____

Signature Date
Marshall Schott, Executive Director
Educational Technology & University Outreach

Direct Invoices to:
Name: _____
Address: _____

Signature Date
Ed Hugetz, Associate VC/VP (under \$25K)
University Planning & Outreach

E-mail: _____

Signature Date
Dr. Elaine Charlson, Exec. AVC/AVP (over \$25K)
Academic & Faculty Affairs

Note: Modification of this Form requires approval of OGC

Attachment 1

Agreement #: _____

Company/Organization: _____

Accelerated Learning In-House Program

Description: _____

Beginning Date: _____

Ending Date: _____

Schedule

of Participants: _____

Total # of Contact Hours: _____

Location of Program: _____

Total Cost: _____

Cost Breakdown