Academic/Non-Academic Course Services – Letter of Agreement Instruction Sheet

Please use this as a guide when completing the Academic/Non-Academic Course Services – Letter of Agreement. Text is to be added as outlined below.

Page 1:

Insert Contractor Name
And
Complete Address

RE: **ACADEMIC/NON-ACADEMIC *COURSE SERVICES - LETTER OF AGREEMENT***

The purpose of this LETTER OF AGREEMENT is to confirm and document our previous discussion(s) relating to the provision of certain Academic/Non-Academic Course Services by:

Insert Contractor name ("Contractor") to

The Board of Governors of Grant MacEwan University ("MacEwan University") on behalf of

Insert Department/Faculty/School name

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Under 3. Enter the start date and end date.

3. The Contractor shall provide services beginning on the day of , 20__ and ending on the day of , 20 ("Term of Agreement") unless extended by written agreement executed by both the Contractor and MacEwan University prior to the expiration of the Term of the Agreement.

Page 6: Schedule "A" – Scope of Work

Services:

The Contractor will provide Contracted Services to MacEwan University for the "Course" as follows:

(insert Title of Course or Courses)

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1. Fees and Payment

The Contractor shall invoice MacEwan University and MacEwan University shall remunerate the Contractor, in exchange for the satisfactory completion of the Contracted Services, the maximum sum of $ ***insert dollar amount*** (the "Fee"), which may be paid in installments as provided for below. Satisfactory completion of the Course Materials and the Contracted Services shall be determined in the sole discretion of ***insert name of MacEwan representative*** , or such other person as may be designated by MacEwan University from time to time (the "MacEwan University Designated Person").

DELIVERABLE	**AMOUNT**
Completion of course writing and instructional design orientation. Course map and module 1 submitted to ***Insert name of MacEwan representative***	$ ***insert amount*** $ ***insert amount***
First half of Course	$ ***insert amount***
Second half of Course, including all learning activities,	$ ***insert amount***
Assignments, exams, copyright permissions and Course outline or student manual	$ ***insert amount***
Revisions after review and editing	$ ***insert amount***