



June 3, 2022

Geraldine Sanapaw
College of Menominee Nation
2733 S. Ridge Road
Green Bay, WI 54304
gsanapaw@menominee.edu
715.799.5600

RE: Letter of Agreement regarding the Business Community Partnership Program

Dear Geraldine:

This Letter of Agreement describes our shared understanding about College of Menominee Nation's participation in Concordia University's Business Community Partnership Program. If these terms are acceptable, kindly sign below and return to Concordia University.

Program Purpose:

Concordia University and College of Menominee Nation agree to collaborate in a mutually beneficial partnership that will strengthen the education of the community through increased access and affordability to continuing education opportunities. The program will provide scholarship and professional development opportunities for College of Menominee Nation's employees in the community

Responsibilities:

- Concordia University agrees to provide scholarship benefits to employees of College of Menominee Nation who are admitted to and take courses at one of Concordia University accelerated learning centers or online through the official application and enrollment process. These scholarships vary from \$150 a course for adult accelerated undergraduate courses, to \$200 a course for graduate programs (based on a three-credit course towards the tuition rate applicable to that Employee's chosen program, location, and delivery mode) in selected programs. Such tuition savings shall not commence until the start of the first full term (hereafter a "Session") after the effective date, and after the employee has submitted a scholarship form. No tuition credit, repayment, reprobation or refund shall be made for or to any employee relating to classes that commenced prior to the first full Session beginning after the effective date. The Business Community Scholarship Program is not retroactive to previous terms of enrollment prior to verification of the employee's eligibility. A Business Community Scholarship is only awarded if there is successful completion of a course. A withdrawal from the course results in the loss of the Business Community Scholarship. Eligibility for the tuition scholarship shall cease upon the termination of the Employee's employment with named business.
- Concordia agrees to bill the employees of your company directly, and it will be the employee's responsibility to pay all amounts incurred including all tuition and fees incurred by the employee.
- Concordia University will provide marketing materials to share with employees, facilitate program offerings, host information events to communicate the benefits of this program, and collaborate on projects as requested.

- College of Menominee Nation agrees to share promotional materials (via mutually agreed upon formats and modalities) and provide a liaison, Geraldine Sanapaw that will directly work with Concordia University to organize events, verify employment eligibility and other matters related to this program.

Terms:

- The standard term of this Letter Agreement is (2) years from the effective date. However, if either party wishes to no longer participate in the Business Community Partnership Program, they need to notify the other party in writing within thirty (30) days from anticipated termination date. If this Letter Agreement would expire, any employee enrolled at Concordia University prior to the expiration or termination of this Letter Agreement may retain the tuition savings under the scholarship for the duration of the current academic term.
- College of Menominee Nation and Concordia University agree that this program is not exclusive and may collaborate with others in similar partnership programs.
- Concordia University and College of Menominee Nation agree that all information provided to the other regarding this Letter Agreement is provided to and received in confidence ("Confidential Information"). Both Concordia University and College of Menominee Nation will exercise reasonable care to preserve and protect the confidentiality of this Confidential Information and any other proprietary and non-public information that either party becomes aware of or acquires during the performance of this Letter Agreement.
- Concordia University nor College of Menominee Nation may use the other's name(s), trade name(s), trademark(s), or logos, whether registered or not, in publicity or press releases or advertising or in any manner, including customer lists, except for listing on Concordia University's community partner website, without first obtaining prior written consent from the other party for first use. This Letter Agreement contains the entire and complete understanding of the parties as to the subject matter and supersedes any and all prior or contemporaneous understandings, agreements, discussions or offers, whether written or oral, that the parties hereto may have had with respect thereto. No changes to this Letter Agreement shall be valid without prior written approval by both parties. This Letter Agreement shall be governed by the laws of the State of Wisconsin, with jurisdiction in the courts of Wisconsin, specifically Ozaukee County.

If the foregoing is acceptable to College of Menominee Nation please sign and date this Letter Agreement and return it to Concordia University.

By: 

Michael Uden, Ph.D. Vice Provost of Student Enrollment and Engagement Concordia University
Wisconsin

Accepted and Agreed to this 27 day of June 2022.

By: 

On behalf of College of Menominee Nation