



**TROY Community Spirit
Program**

May 2014

Prepared by Staci Hutto

Troy University is a historic university with more than 140,000 alumni around the world who have found in themselves the Trojan Warrior Spirit. TROY encompasses over 20 locations outside the state of Alabama and four locations in Alabama. An expression of our gratitude to the communities we call home, Troy University desires to help our neighbors further their education through the TROY Community Spirit program.

1. EXECUTIVE SUMMARY

As part of the TROY Community Spirit program, we seek to partner with the government entities (Partner) through this memorandum of understanding (MOU). This MOU establishes a continued Partnership between each Partner and Troy University (TROY). The purpose is to facilitate the continued professional development and education of Partner full-time employees and all employees receiving tuition assistance through the degree programs and learning formats available at TROY. This Partnership facilitates a constant stream of exchange of ideas and enhances each Partner's marketability as a community that encourages education among its employees. Our common goal in entering this agreement is to expand access to high quality educational opportunities for life-long learners.

Parties Involved:

- **Troy University (TROY)**
This MOU includes all programs offered at TROY teaching locations and online through eTROY.
- **City or Municipality of Residence (City)**
This MOU includes U.S. states, counties and cities in which TROY operates a physical location. Each Partner will be listed in the corresponding appendices and employees will be eligible for the TROY Community Spirit program pending signed approval by the Partner in such appendix.

2. SCOPE OF AGREEMENT

- a. **Contractual Agreement:**
 1. This agreement is not to be construed in any way as giving rise to a contractual obligation of a Partner's funds to be disbursed to TROY, nor of TROY funds to be disbursed to the Partner. The Partner is not responsible for any remuneration (pay, benefits, and/or other compensation) to Troy faculty, guest lecturers, or other employees/personnel for services provided under this agreement.

2. This agreement may be amended only by mutual consent, in writing, of both parties unless either party is required to change the agreement by statutes, executive orders, directives, or other government requirements.
3. This agreement shall be reviewed by the Partner and TROY, if desired by both parties for renewal, three years from the signing date.

b. Term and Termination:

1. This agreement will enter into effect on the date signed by both parties. This agreement may be terminated by either party giving written notice to the other party of intention to do so. Such notice of intention to terminate shall be given in writing to the other party no less than 180 days prior to termination date, unless both parties mutually agree, in writing, to a lesser period, but not to be earlier than the term in process.
2. Termination by either party shall not be the basis for any claim by TROY against the Partner or by the Partner against TROY.
3. Changes in school policy that are inconsistent with the provisions of the agreement may be cause for termination or renegotiation of the agreement.

c. Administration of the Agreement:

1. This agreement shall be administered by a representative appointed by the Partner and identified in the signed appendix.
2. This agreement shall be administered on behalf of TROY by the local representative identified in the signed appendix.

3. RESPONSIBILITIES OF TROY UNIVERSITY

- a. To uphold academic standards and maintain regional accreditation of its programs through a recognized accreditation.
- b. To offer a tuition discount of ten percent (10%) to all full-time Partner employees and all employees receiving tuition assistance. Discount applies to courses taken at TROY locations and eTROY. *All discounts are pending final approval by the Chancellor of Troy University.*
- c. To waive application fees for all full-time Partner employees and all employees receiving tuition assistance. Application fee waiver applies to

applications submitted to TROY locations and eTROY. *All discounts are pending final approval by the Chancellor of Troy University.*

- d. To provide a landing page (micro-site) on the TROY website to include specific details on the TROY Community Spirit Program, benefits to employees, directions for accessing Partner benefits, the TROY admissions point of contact, information on TROY locations, etc.
- e. *Program Awareness:* Troy University will be responsible for preparing and distributing promotional collateral of a general nature concerning graduate and undergraduate programs offered. TROY is solely responsible for reproduction and/or distribution of publicity, such as flyers, brochures, advertisements, etc. TROY will be responsible for distribution of flyers or other related publicity; and to set up information tables at Partner offices as needed. TROY will strictly follow all established rules for conducting such activities.
- f. To host no less than two (2) on-site "listen and learn" sessions per calendar year at Partner offices for recruitment purposes.

4. RESPONSIBILITIES OF Partner

- a. To assist TROY in developing awareness among Partner employees of the availability of TROY educational programs and discounts provided under this agreement.
- b. To allow TROY to conduct a minimum of (2) on-site free "listen and learn" sessions open to Partner employees per calendar year.
- c. To include a link to the TROY Community Spirit program website on internal websites where available.

5. ELIGIBILITY

- a. *Admission:* All participants must apply for admission to TROY and be admitted by submitting the online application, appropriate transcripts and test scores, and any other required documentation for admission. Applicants through the TROY Community Spirit program must meet the same admission requirements as all TROY applicants in order to be admitted to a degree or certificate program.
- b. *Benefits:* By agreeing to this MOU, the Partner intends that TROY shall verify Partner employment, and associated participant eligibility. Such verification is the responsibility of the employee. Acceptable forms of verification include:
 - a recent pay stub

- an email sent from a Partner email address

Verification of participant eligibility shall be submitted to the TROY representative identified for their respective Partner and/or the participant's designated student services representative.

- c. Partner full-time employees and all employees receiving tuition assistance who are students of TROY must act in accordance with standards and rules applicable to University students.
- d. Partner full-time employees and all employees receiving tuition assistance must maintain satisfactory academic standing to continue receiving Partnership course discounts.

6. NON-DISCRIMINATION POLICY

During the performance of this Agreement, the participants agree to abide by the terms of Executive Order 111246 on non-discrimination and will not discriminate against any applicant because of race, color, religion, sex, or national origin. The participants will take affirmative action to ensure that applicants are accepted without regard to their race, color, religion, sex, or national origin.

7. OWNERSHIP OF NAMES/LOGOS:

The Parties acknowledge and agree that neither Party acquires any right, title or interest to any name, logo, trademark, service mark or other identification, proprietary or otherwise (collectively "Marks"), of the other. The use of said Marks will be used in publicity of the Partnership only after approval of the publicity piece by both parties. The delegate for each company will be identified to coordinate the approvals and will ensure that approval is secured by both parties before materials containing names/logos are executed.

8. NOTICES / PARTNERSHIP CONTACTS

Notices and other formal communications permitted or required to be given under this agreement shall be in writing and shall be deemed to have been given if sent via facsimile and/or email and certified mail, return receipt requested, to the address set forth below, or at such other address as later supplied in writing by the party.

Troy University:

- TROY Community Spirit Program contact:
Staci Hutto
Global Campus Corporate Partner Coordinator
1117 Perimeter Center West, Suite N101
Atlanta, GA 30338
(770) 730-0033, sdhutto@troy.edu

- Local Troy University Contacts listed in corresponding appendix for each City in which an MOU is established.

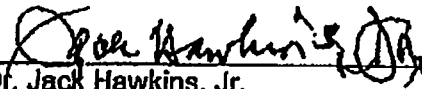
City Partner:

- Representatives for each Partner in which an MOU is established will be identified in the corresponding appendix section of this agreement.

9. AGREEMENT APPROVAL:

This Memorandum of Understanding will be effective upon the approval of and signing by Troy University's Chancellor below, and pending the approval of and signing by the Partner on the corresponding appendix.

Signed approval by an approved representative for the Partner in which Troy University holds physical residence is required in order for the benefits established in the TROY Community Spirit program to apply to employees of that Partner.



Dr. Jack Hawkins, Jr.
Chancellor
Troy University

Date

Appendix H

TROYU Community Spirit agreement between Troy University and Santa Rosa County School District.

The representative for this section of the agreement are identified below.

Local Troy University Representatives:

- Rick Puckett, Area Coordinator, rdpuckett@troy.edu, (850) 458-4721
- Paige Wester, Enrollment Coordinator, pwester@troy.edu, (850) 458-4728
- Rachael Bonner, Recruiter, rbonner@troy.edu, (850) 458-4757
- Administrative Office: pensacola@troy.edu, (850) 455-5836

County Representative:

- Tim Wyrosdick, Superintendent, wyrosdickt@santarosa.k12.fl.us,
850-983-5000

Santa Rosa County School District, hereby agrees to adhere to the Partner responsibilities of the TROYU Community Spirit program as outlined in the above MOU.

Tim Wyrosdick, Superintendent
Santa Rosa County School District

Date