

GRADUATE STUDY CONTRACT

MEMORANDUM OF AGREEMENT

(To be completed once funding is approved)

MEMORANDUM OF AGREEMENT entered into this ____ day of _____ 20____ by and between the Seventh-day Adventist Church in Canada ("**SDACC**"), the <<name of conference>> by and through its Education Department (the "**Employer**"), and <<name of teacher>> (the "**Teacher**").

WHEREAS:

- The SDACC and Employer have, in accordance with applicable policies and by decisions of their respective administrative committees, approved providing the Teacher with financial support ("**Funding**") to pursue and obtain a graduate degree or other approved program of graduate studies (the "**Degree**");
- The Funding is to be provided on terms and conditions set out in this Memorandum of Agreement;

THE PARTIES AGREE AS FOLLOWS:

- A. SDACC Responsibilities:** Subject to its policies and the terms and conditions of this Memorandum of Agreement, the SDACC will:
1. Provide Funding, which will only be used for tuition and distance learning fees;
 2. In the discretion of the SDACC, pay the Funding either directly to the university (particularly in the case of Andrews University) or the Teacher to reimburse the Teacher for tuition and/or distance learning fees incurred and paid by him or her; and
 3. Provide support in coordinating and facilitating the Teacher's registration in the Degree program, together with the Teachers, the Employer, and Andrews University (if applicable).
- B. Employer Responsibilities:** Subject to its policies and the terms and conditions of this Memorandum of Agreement, the Employer agrees and represents that it:
1. Has and will continue to provide the Teacher (and other of its employees that are potential applicants for Funding) with relevant information with respect to the availability and conditions of the Funding and provide advice to the Teacher with respect to all relevant requirements during the course of the Teacher's studies related to the Degree program;
 2. Has approved the Teacher's application for Funding according to the criteria outlined in the SDACC's and Employer's policies and as may be required by the SDACC from time to time;
 3. Has communicated its approval decision, and all conditions attached to it, in writing to the Teacher and the SDACC;
 4. Has provided the SDACC with all relevant information related to the Teacher's application for Funding and the Degree program;
 5. Will use any Funding received from the SDACC only for the purposes of tuition and distance learning fees for the Degree program; and
 6. Will provide encouragement and moral support to the Teacher through the Degree program.
- C. Teacher Responsibilities:** The Teacher acknowledges and agrees that the Funding will only be provided based on certain conditions set out in this Memorandum of Agreement and the policies of the SDACC and the Employer. The Teacher will comply with all such policies and the requirements of this Memorandum of Agreement including, without limitation, as follows:
1. The Teacher will maintain grades of "B" or higher in all courses taken in the Degree program;
 2. If the Teacher does not achieve a grade of "B" or higher in any course taken, the Teacher will be responsible for the cost of such course and must reimburse the SDACC for all Funding related to that course;
 3. The Teacher acknowledges that all further Funding will be suspended until the Teacher has reimbursed the SDACC for all costs under paragraphs 2 or 7, as applicable;

