



March 18, 2008

**MEMORANDUM OF AGREEMENT**  
**between**

**LONGWOOD UNIVERSITY**

201 High Street  
Farmville, Virginia 23909  
and

**Powhatan County Public Schools**

2320 Skaggs Road  
Powhatan, Virginia 23139

Longwood University ( hereafter referred to as the University) and Powhatan County Public Schools (hereafter referred to as the Agency), by the signing of this agreement designate Powhatan High School as an approved site for a graduate course to be offered to Powhatan County Public School teachers for the summer 2008 term. **The University and the Agency agree not to schedule courses on the first Saturday in March and the third Saturday in October. These dates are reserved for the administration of the University's comprehensive exam.** By the signing of this agreement both the University and the Agency commit themselves to cooperative efforts as described below:

**Longwood University agrees to:**

- (a) Commit to offer EDUC 626 Practicum I Analysis and Instruction in Literacy for the summer 2008 term. The section number will be 95. Ms. Tammy Slater has agreed to teach the course. The class will meet on Longwood Campus June 23, 2008 from 9:00AM-12:00PM. The rest of the dates are July 7,8,9,10,14,15,16,17,21,22,23,24,28,29,30,31, 2008 from 8:00 AM – 11:00 AM.
- (b) For each course offered at the special group rate, the University will charge a fixed rate of \$9,358.65 for the first 1 to 15 students. This total includes all course fees and tuition.

**Powhatan County agrees to:**

- (a) Pay a minimum of \$9,358.65. This amount has been calculated as follows: Tuition=\$180x3x15=\$8,100.00 Registration Fee \$1.50x3x15=\$67.50 Comprehensive Fee \$25x3x15= \$1,125.00 Technology Fee \$1.47x3x15=\$66.15 \$8,100.00+\$67.50+\$1,125.00+66.15= \$9,358.65.
- (b) The Agency will be allowed to add students above 15, but will be required to pay an additional amount for each student added over the first 15 students. Tuition and fees for each student over 15 will be the standard Longwood University rate. (For Example: \$623.91 plus any applicable course fees, will be charged for each in-state, off-campus student added over 15.)
- (c) The Agency may recruit students from outside of their group to participate in the specially –offered course (s); however, payments received directly from students outside of the group will not be used to reduce the total (fixed) amount billed to the Agency.
- (d) The Agency agrees to submit all required forms so that they are received by Longwood University prior to the due date of June 9, 2008.

**Required forms:**

- (1) Completed, signed course registration forms (one per student)
- (2) Completed, signed applications for in-state tuition rates (one per student\*)
- (3) Completed class roster form, approved by the Agency
- (4) Official "Memorandum of Agreement" (contract), signed by the Agency

\* Application for In-State tuition rates is required of each student who has (a) never, previously, taken a course at Longwood University, or (b) not taken a course at Longwood University within the past 12 months.

**Withdrawal Policy**

For "Special Third Party Group Off-Campus Offering" courses only, no refunds or account credits will be offered to students requesting withdrawal after the contract due date of June 9, 2008.

If a registered student wishes to withdraw without academic penalty, then the student must contact the Longwood University Office of Graduate Studies. Although no financial credits will be issued after a student has registered, a student may be eligible to withdraw with a grade of "W" (if the student's written withdrawal request is postmarked prior to the mid-point of the class). Letters of withdrawal must be submitted to: Director of Graduate Studies, Longwood University, 201 High Street, Farmville, Virginia 23909.

Billing Information


After the Agency has returned the signed "Memorandum of Agreement" (contract) and the required student registration forms, the Longwood University Office of Student Accounts will generate a billing statement to the Agency. The billing statement will include charges for each student listed on the Agency's roster. Any registered student not listed on the Agency's roster will be charged at the full rate of \$623.91 (in-state) or \$1,607.82 (out-of-state). Students not included on the roster are expected to submit their personal payments at the time of registration, and may incur late fees if payment is received later.

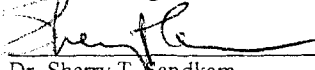
Please note: *If a student's registration form is processed before the class roster is received by Longwood University, then the student may receive a billing statement and/or a past due notice at his/her home address. To avoid any possible billing confusion, the Agency is encouraged to return all contract/registration materials in a single mailing.*

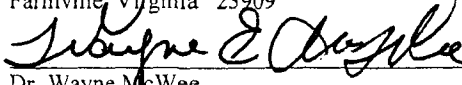
Late Registrations

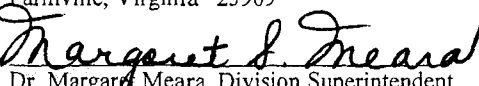
*In unusual circumstances, the Agency may be permitted to add students to a class roster after the contract due date of June 9, 2008. If the University approves additional (late) registrations after the contract due date, then the Agency must submit all required registration forms so that they are received prior to the start of the first class meeting. The University will submit a separate billing statement to the Agency for each approved late registration, and charges will be assessed at the standard Longwood University rate plus a \$30.00 off-campus late registration fee, per late-registering student.*

Signatures indicating agreement to the above provisions contained within this memorandum contract:

 \_\_\_\_\_ Date: 3-19-08  
Ms. Kathy Worster, Vice President for  
Administration and Finance  
Longwood University  
Farmville, Virginia 23909

 \_\_\_\_\_ Date: 3-20-08  
Dr. Sherry T. Sandkam  
Interim Dean of Graduate and Extended Studies  
Longwood University  
Farmville, Virginia 23909

 \_\_\_\_\_ Date: 3/30/08  
Dr. Wayne McWee  
Provost and Vice President for Academic Affairs  
Longwood University  
Farmville, Virginia 23909

 \_\_\_\_\_ Date: 04/25/08  
Dr. Margaret Meara, Division Superintendent  
Powhatan County Public Schools  
2320 Skaggs Road  
Powhatan, VA 23139