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Chapter: Student Affairs

Modification No. 003

Subject: **Student Life Contracts**

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I. General

The College enters into numerous contracts between the College and entertainers, presenters, or others who are being employed by authorized student groups and organizations of the respective campuses. Written agreements are essential in all instances in order to preclude misunderstanding and/or disagreement about the terms and conditions of the event contracted for.

II. Procedures

A. Student Life Contracts of \$250 or Less

When the entertainer, presenters, or other person being hired by the authorized student group and/or organization charges \$250 or less, a written contract or letter of agreement is required, and the following sequence of events is observed:

- I. A letter of agreement will be signed by the performer and the campus dean or associate dean of student development at least two weeks in advance of the event.
  - a. The letter of agreement will indicate the date/s, time/s, and location/s of all performances, and the amount of fees agreed upon.
  - b. Any special agreements between the performer and the College should be noted in the letter of agreement.
2. A copy of the signed letter of agreement accompanied by a memorandum from the dean or associate dean of student development will be sent to the Director of Finance. The memorandum, requesting payment for the performer or presenter, will include the account number, amount, method, and date by which payment should be made.
3. In the event the performer or presenter has not satisfied the conditions in the letter of agreement the dean or associate dean of student development will immediately take action, as follows:
  - a. In instances where the withholding of payment appears justified the dean or associate dean of student development will take the following action:
    - . Contact the Finance Office and request a halt of the payment of fees.

Contact the College's General Counsel forwarding to said Counsel a copy of: the letter of agreement, the memorandum to the Director of Finance, and a brief written report stating the circumstances under which the performer did not fulfill the terms and conditions of the letter of agreement.

- b. General Counsel will advise the dean of student development about appropriate follow up action to be taken.
- c. Until the issue is satisfactorily resolved all correspondence from the performer to campus personnel concerning withholding of payment should be forwarded immediately to the College General Counsel.

B. Student Life Contracts of More than \$250

A written agreement is required in all instances when an entertainer or other person is being hired and the cost is more than \$250. The following sequence of events is observed:

- I. The contract, signed by the performer or presenter, is forwarded by the director/coordinator of student activities to the campus dean or associate dean of student development at least two weeks in advance of the event for approval.
  - a. If the contract has not been signed by the other party, the campus dean or associate dean of student development, after his/her review of the contract is complete and his/her signature has been affixed thereto, will return it to the director/coordinator of student activities who will obtain the signature of the other party and, after keeping appropriate copies, will forward the remainder of the completed agreement and a memorandum from the dean or associate dean of student development stipulating the details of payment to the Director of Finance.
  - b. If the contract has been signed by the other party, the campus dean or associate dean of student development, after review of the contract is complete and his/her signature has been affixed thereto, sends three copies to the director/coordinator of student activities and forwards the remainder with a memorandum stipulating the details of payment to the Director of Finance.
  - c. The director/coordinator of student activities ensures that the other party to the contract has received a copy after it has been signed by both parties.
- 2. In the event the performer or presenter has not satisfied the conditions in the contract the dean of student development should, if it is deemed appropriate, immediately take action to halt payment of fees.

- a. In instances where the withholding of payment appears justified the dean of student development will take the following action:
  - (1) Contact the Finance Office and request a halt of the payment of fees.
  - (2) Contact the College's General Counsel forwarding to said Counsel a copy of: the contract, the memorandum to the Director of Finance, and a brief written report stating the circumstances under which the performer did not fulfill the terms and conditions of the letter of agreement.
- b. General Counsel will advise the dean or associate dean of student development about the appropriate follow up action to be taken.
- c. Until the issue is satisfactorily resolved all correspondence from the performer to campus personnel concerning withholding of payment should be forwarded immediately to the College General Counsel.

III. Office of Record

The office of record for Student Life contracts is the director/coordinator of Student Life on each campus.

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Administrative Approval: December 4, 1974; May 20, 1988; August 17, 2010.