



# UNIVERSITY of HOUSTON

Date: \_\_\_\_\_ Agreement #: \_\_\_\_\_

Dear:

This letter confirms the agreement, as detailed in Attachment 1, concerning the Accelerated Language Program that the University of Houston’s Educational Technology & University Outreach: Continuing Education (“ETUO:CE”) will provide for \_\_\_\_\_ (“Customer”).

All changes to this agreement must be made in writing at least seven (7) days prior to the start of the program and agreed to by Customer and ETUO:CE. Any changes necessary after the program begins will be negotiated and agreed upon by the appropriate representatives of each organization.

If Customer chooses to cancel or reschedule with ten (10) days of the start of the program, ETUO:CE has the option to bill Customer 25% of the total cost plus expenses incurred up to the time of cancellation or rescheduling.

Please direct questions to Mercedes Suraty-Clarke at 713-743-1185 or [msclarke@uh.edu](mailto:msclarke@uh.edu)

## UNIVERSITY OF HOUSTON

## CUSTOMER

\_\_\_\_\_  
Signature Date  
Mercedes Suraty-Clark, Program Director  
Accelerated Learning Programs

\_\_\_\_\_  
Signature Date  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_  
Signature Date  
Marshall Schott, Executive Director  
Educational Technology & University Outreach

Direct Invoices to:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature Date  
Ed Hugetz, Associate VC/VP (under \$25K)  
University Planning & Outreach

E-mail: \_\_\_\_\_

\_\_\_\_\_  
Signature Date  
Dr. Elaine Charlson, Exec. AVC/AVP (over \$25K)  
Academic & Faculty Affairs

**Note: Modification of this Form requires approval of OGC**

**Attachment 1**

Agreement #: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

**Accelerated Learning In-House Program**

Description: \_\_\_\_\_

Beginning Date: \_\_\_\_\_

Ending Date: \_\_\_\_\_

Schedule

# of Participants: \_\_\_\_\_

Total # of Contact Hours: \_\_\_\_\_

Location of Program: \_\_\_\_\_

Total Cost: \_\_\_\_\_

Cost Breakdown