

Contract Form for facilities using the Music Educators Institute Programs

Music Educators Institute
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Contact persons:

Technical Director and manager of Internet departments:

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Course development and marketing Director:

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This contract allows the education facility to use the Music Educators Institute (MEI) course materials and or online programs. Upon this agreement being signed and approved, the MEI will send an access password for the courses to the facility. The applicant may complete the contract online to hasten the acceptance process as long as a hard copy of the contract is mailed within 60 days.

The facility promises to pay a royalty to the MEI for each student. The MEI does student exams and issues test results to the facility. The fees will be discussed and agreed upon by both parties. Within 30 days of a student enrolling with the facility the MEI must be paid. Facilities issue one cheque per month to the MEI in each month that students enrol. The facility can charge their students however much they want. With the cheque we require this student information; course name, students name, age, grade level (if in credit courses doing exams), phone number, address, and email address for technical support. This information is kept in strictest confidence and never is accessed for any purpose other than strictly course related support as required by the student.

The facility promises to pay the royalty fees promptly and accurately and keep accurate accounting of student's fees and enrolments. The MEI is aware of most students as they contact us for assistance while going through the courses.

The MEI regularly updates the materials to stay on the very brink of the best quality that can be created. The MEI will notify the facility of any new additions to the course materials. The website revisions are sent via the Internet. As new courses are developed the facility will be notified of them and can offer them if they choose for no additional costs other than the normal fee plus exams.

The facility may opt out of offering courses at anytime. Being that the MEI strives very hard to fill the needs of long distance education providers, we believe in our courses enough to think facilities are delighted to have a long-term relation with us without complicated conditions. The MEI strives to keep prices as low as possible. If at anytime prices have to change, these nominal changes will be made with at least 6 months warning. Within 5 working days of the form below being received, the MEI, the materials will be sent to the facility.

Form to be filled in and signed

I understand the terms of this agreement and wish to use the MEI materials

Name of institution: _____

Address of institution _____

Signature _____

Date _____