
University of La Verne & Newhall School District

Partnership Award Agreement for School Districts

The purpose of this Partnership Award Agreement (PAA) is to define how the University of La Verne (hereinafter "University") will offer its courses with a Partnership Award to employees of the Newhall School District (herein known as School District) at any University campus or satellite site in accordance with the limitations stated in section B. University and Company may be referred to individually as "Party" or collectively as "Parties".

The University acknowledges:

- A. This PAA agreement becomes effective during the current University term/semester in which this document is signed by both Parties. Every three (3) years, the University of La Verne will review this partnership agreement to make sure we are meeting the educational needs of your employees and will send you a reconfirmation of this agreement. Either Party may terminate this Partnership with or without cause at any time, by giving the other Party thirty (30) days written notice. Notice shall be delivered to the Representative of the Company identified below by first class United States Postal Service.
- B. The University shall provide to any current employee of the School District, defined as a full-time employee or permanent part-time employee (substitute teachers do not qualify), an award that will be applied to cost of tuition based on enrollment status with the University (see Appendix A for specific Award levels). The University will extend this Partnership Award to spouses and registered domestic partners of School District employees. When "School District employees" are referenced in this document it is meant to include spouses and registered domestic partners.

The Partnership Award is applicable to all degree and teaching credential programs offered by the University on the central campus, its regional campuses, and/or La Verne Online with the exception of the following programs: the traditional-aged undergraduate program at the central campus; all programs offered through College of Law. The University reserves the right, in its sole discretion, to modify the eligible programs and offerings at any time.

The Partnership Award applies only to tuition, and no fees applicable to the student will be discounted. This award cannot be combined with any other tuition discount or University-funded grants or scholarships. The receipt of financial aid in the form of

student loans, as provided for in Paragraph F below, does not constitute receipt of University funded grants or scholarships.

- C. It shall be the responsibility of the employee to provide the necessary Company employment documentation to confirm eligibility to participate in this Partnership Award program. This documentation should be submitted prior to enrollment. Appendix C lists the documentation that is required. University reserves the right to modify the required documentation as necessary.

Employment verification will be valid for five years from the date of the initial verification of employment and the student shall be eligible for Partnership Awards for all eligible University classes for five years from the time of official admission and under the condition that the student remains an active University student and is not required to apply for readmission due to a break in attendance as described in the University's catalog.

Should either Party choose to terminate this Partnership Award Agreement, with or without cause, the Parties agree that currently enrolled School District employees will continue to receive the award for five years from the date of the initial verification of employment and under the condition that the student remains an active University student and is not required to apply for readmission due to a break in attendance as described in the University's catalog.

- D. Partnership Award is applied to the student's University account during the term/semester in which the University receives employment verification from the School District and the student is officially admitted and cannot be applied to previously completed terms/semesters.
- E. Employees of the School District wishing to enroll at the University will be required to apply for admission and meet the University's admission requirements and processes for the selected degree program as specified in the University catalog in effect at the time of admission. Non-degree certification courses do not require an admission process.
- F. Employees of the School District may apply for federal, state, or private financial aid as any other admitted University student.
- G. School District will incur no financial obligation to the University. The School District Employees, as University students, will be personally responsible to the University for payment of fees and tuition.
- H. The School District agrees to provide opportunities for the University to publicize this Partnership Award program and the University's degree/credential offerings to the employees of the District in a manner the District shall deem appropriate, such as via emails, posters, brochures, information sessions, staff meetings, postings on internal website, and any other opportunities with the School District as noted in Appendix D.

I. Contact Information:

Newhall School District 25375 Orchard Village Rd. Suite 200 Valencia, CA. 91355		UNIVERSITY OF LA VERNE CONTACT INFORMATION: Pamela Bergovoy Assistant Dean, Regional and Online Campuses Director, Centers for Educators 1950 Third Street La Verne, CA 91750 <u>pbergovoy@laverne.edu</u> (909) 448-4953 LOCAL REPRESENTATIVE	
CONTACT INFORMATION			
Name	Ronna Wolcott	Name	Chuck Masterson
Title	Asst. Superintendent, Business Srv	Title	Associate Director of Admissions
Address	25375 Orchard Village Rd, Ste 200	Address	500 E. Esplanade Drive Suite 1000
Phone	661.291.4000	Phone	805-981-6027
Email	rwolcott@newhall.k12.ca.us	Email	cmasterson@laverne.edu

APPROVED BY THE UNIVERSITY OF LA VERNE:

Signature: _____
 Name: Dr. Homa Shabahang
 Title: Vice President of Strategic Enrollment Management and Communications
 Date: _____

The School District acknowledges receipt of this Tuition Award Program description.

Signature: _____
 Name: Ronna Wolcott
 Title: Assistant Superintendent, Business Services
 Date: _____

APPENDIX A

Scholarship/Partnership Award Amounts

Undergraduate		
	Half-Time	Full-Time
Term		
Units to Qualify	4-7 Units	8+ Units
Amount of Award	\$400	\$800
Semester		
Units to Qualify	6-11 Units	12+ Units
Amount of Award	\$800	\$1200
Teacher Education		
Term		
Units to Qualify	4-7 Units	8+ Units
Amount of Award	\$400	\$800
Semester		
Units to Qualify	6 Units	12 Units
Amount of Award	\$800	\$1200
Graduate (masters)		
Term		
Units to Qualify	3-5 Units	6+ Units
Amount of Award	\$300	\$600
Semester		
Units to Qualify	5-8 Units	9+ Units
Amount of Award	\$600	\$900
Psy D / Ed D		
Semester		
Units to Qualify	5-8 Units	9+ Units
Amount of Award	\$600	\$900
DPA		
Term		
Units to Qualify	3-5 Units	6+ Units
Amount of Award	\$300	\$600

APPENDIX B

Scholarship/Partnership Award Amounts for Extended Learning

Certificate Program	Partner Discount off Published Rate
Project Management Professional (PMP) Certificate Program	\$999
Lean Six Sigma Green Belt Certificate Program	\$600
SHRM SCP-CP Human Resource Certificate Program	\$100
Essentials of Human Resources (SHRM) Certificate Program	\$100

Note: The Extended Learning department has a large number of professional development certificate programs and the website is updated regularly. Please ask about discounts for other program offerings as outlined on the website. <http://laverne.edu/extendedlearning/>

APPENDIX C

Employee Documentation

Proof of School District employment can be documented in the following ways:

- Provide a letter on School District letterhead from the Human Resources Department or from the employee's supervisor that verifies current School District employment, or,
- Provide a copy of a current pay stub that lists the School District's name, the name of the employee, address of the employee, and the date of the pay period. All financial information applicable to the employee should be redacted.

Spouses or Registered Domestic Partners Documentation

Spouses:

- To receive a tuition award for a spouse, the employee must provide a letter/email indicating the name of his/her spouse and,
- A driver's license or state identification card which indicates that he/she has the same last name as the employee and resides at the same residence.
- If the above information does not match, a copy of their marriage certificate is required.

Domestic Partners:

- To receive a tuition discount for a domestic partner, the employee must provide a letter/email indicating the name of his/her domestic partner and,
- Provide proof of being a registered domestic partner in the State of California or any other State.

APPENDIX D

The employees of the School District will receive a Partnership award (see Appendix A) according to the terms of this document provided the School District provides opportunities to promote the University’s programs as noted below:

Activity Selected	ACTIVITY	DATE, POPULATION or DESCRIPTION OF EVENT (if necessary)
YES_X___	La Verne Posters in all school site teachers’ lounges (required)	
YES_X N/A___	Email – sent by school district announcing partnership. <u>Frequency</u> : x times a year	Emails sent district office and district forwards emails to schools announcing upcoming Information Sessions at College of the Canyons/University Centers
YES___ N/A___	La Verne flyers distributed to schools at La Verne’s expense <u>Frequency</u> : x times a year (Approved by School District in advance)	
YES___ N/A___	Web Links (Partnership information posted on school district’s HR website)	
YES___ N/A___	Onsite Information Sessions – Coordinated with School District in advance	
YES___ N/A___	Table Top Displays (lobby, lunch area, etc.)	

