

**Keep this cover page as a reference guide; read, complete, and return the attached pages.**

**Submit complete packet to the Office of Admissions and Records before the end of the third week of classes during the fall or spring semesters and the end of the first week of classes during summer and winter terms.**

Turn in complete packet to the Office of Admissions and Records, including:

1. Business and Industry Tuition Rate Master Agreement, to be completed by the employer and Montgomery College. **This form needs to be turned in by the employer one time only and will remain on record for future employees.**
2. Employee's In-County Tuition Rate Agreement, to be completed by the student and his or her employer. **This form lists the specific classes to be paid by the employer and should be submitted each semester when the student's schedule is final.** Students will be charged the in-county rate for courses covered by the contract.

If the student is an Au Pair, a complete packet also includes:

3. A letter from the Au Pair Agency that placed the au pair with the host family; the letter includes the host family's name and address and must match the host family's name and address listed in the Tuition Rate Agreements.
4. Passport with J1 Visa and I-94 (Bring to the Office of Admissions and Records for review; a copy will be made.)
5. Certificate of Eligibility for Exchange Visitor (J-1) Status form (Bring to the Office of Admissions and Records for review; a copy will be made.)

International Exchange Students with J-1 immigration status are in the U.S. temporarily and are unable to claim in-county tuition based on domicile (legal residency) in Montgomery County. Regardless of domicile, a student working for an employer in Maryland may apply for lower tuition rates based on a Business and Industry Tuition Rate Agreement.

**Montgomery College Catalog, 2009-10, "Business and Industry Tuition Rate Agreements," p.36**

*"Businesses or other organizations that do business in the state of Maryland may be eligible to enter into an agreement with the College that affords their employees or members tuition and fees at the in-county residence rate, regardless of actual domicile. The courses taken must benefit the employer, and the employer must pay for the courses directly or through an employee reimbursement program. Contact the Office of Admissions and Records (at the campus you plan to attend) for more information."*

**COMAR 13 B, Section 07.02.03, Item D (text copied from COMAR ONLINE 03-12-10)**

*Contract Authorization*

*(1) A college may adopt a policy allowing it to enter into a contract to provide education or training for public or private sector employees or members with a public or private sector employer or nonprofit organization that maintains facilities, operates, or does business in the State. The contract may provide for a set contractual fee in place of payment of tuition under the following conditions:*

- (a) The employee or member is enrolled in credit or noncredit courses that will benefit the employer or nonprofit organization;*
- (b) The employer or nonprofit organization pays the fee charged by the college; and*
- (c) The fee reasonably reflects the usual costs charged to students in the same or similar courses.*

*(2) Contractual arrangements under this program may include customized training as well as employer-paid or organization-paid tuition and tuition reimbursement plans.*

*(3) The employees or members enrolled under this program are eligible to be considered Maryland residents for purposes of State aid.*

I, \_\_\_\_\_ Student ID M-\_\_\_\_\_,  
Full Name (print)

am enrolling at Montgomery College for the \_\_\_\_\_ semester, 20 \_\_\_\_\_,  
Fall/Winter/Spring/Summer

under my employer's, \_\_\_\_\_  
Name of Company/Host Family

In-County Rate/Tuition agreement: This agreement allows me to enroll at the In-County tuition rate as long as the following conditions are maintained: I am enrolling in courses which benefit my employer; my employer is paying for all tuition and fees; and I am presenting written authorization from my employer approving the following courses:

_____	_____
Course Reference Number	Course Title
_____	_____
Course Reference Number	Course Title
_____	_____
Course Reference Number	Course Title
_____	_____
Course Reference Number	Course Title
_____	_____
Course Reference Number	Course Title

Check one:

- Employee will pay tuition and fees at the time of registration and will be reimbursed by employer.
- Employer check, purchase order or authorization to bill is attached.

**I understand that if my employer does not pay this bill, the College will bill me.**

Company/Host Family Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Company/Host Family Name \_\_\_\_\_

Company/Host Family Address \_\_\_\_\_

Contact Person (Print) \_\_\_\_\_

Telephone Number \_\_\_\_\_

Company/Host Family Email \_\_\_\_\_

**Agreement between  
Montgomery College  
and**

\_\_\_\_\_  
(Organization/Employer name)

Agreement made and entered into the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ by and between Montgomery College, hereinafter referred to as the "College" and \_\_\_\_\_, hereinafter referred to as the "employer" which maintains facilities, operates, or does business in the State of Maryland. In consideration of the mutual promises contained herein and other good and valuable consideration, the College and the employer agree as follows:

**1. COLLEGE'S RESPONSIBILITIES**

The College agrees:

- a. To provide education and/or training for the employer's employees as mutually agreed upon by the College and the employer.
- b. Unless otherwise agreed in writing, the College will charge the fees equivalent to the tuition and fees approved by the Board of Trustees and normally paid by residents of Montgomery County who are registered in the same or similar courses.

**2. EMPLOYER'S RESPONSIBILITIES**

The employer agrees:

- a. That the employee will be enrolled in credit or noncredit classes which benefit the employer.
- b. That the tuition and fees charged by the College pursuant to paragraph 1(B) of this agreement will be paid directly to the College by the employer or the employee who will be reimbursed by the employer.
- c. The employer will provide the employee with the completed form (attached and identified as Employee's In-County Tuition Rate Agreement), which must be submitted to the College before the end of the third week of classes during the fall or spring semesters and the end of the first week of classes during summer and winter terms.

**3. APPLICABILITY OF COLLEGE POLICIES AND PROCEDURES**

With the exception of payment of tuition and fees, employees enrolled under this program shall be treated as any other student in accordance with College policies and procedures and the general policies of the Maryland Higher Education Commission. In the event that the employer fails to honor its obligations under this agreement, the College reserves the right to bill the student (employee) .

**4. GRADES**

The employer understands that the College cannot release grades without written permission of the student.

**5. NON-DISCRIMINATION**

The employer agrees that it does not and will not discriminate on the basis of age, sex, race, color, marital status, religious belief, national origin, status as a qualified individual with a disability or handicap, or as a disabled veteran or veteran of the Vietnam Era in its employment, employee-related policies, procedures, and educational programs, including vocational educational programs.

**6. TERM**

This agreement shall become effective \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ .Either party may terminate this agreement upon \_\_\_\_ days written notice to the other party except that termination may only be effective after the completion of the current courses. The notice required under this agreement shall be sent by registered mail.

**7. ENTIRE AGREEMENT**

The agreement constitutes the entire agreement between the parties and any changes or additions shall not become binding upon any party until reduced to writing and signed by both parties. This agreement, when fully executed, shall supercede any and all prior and existing agreements, either oral or in writing, with respect to the subject matter of this agreement, and shall be interpreted according to Maryland law.

Company/Host Family Signature _____	Date _____
MC Official Signature _____	Date _____
Company/Host Family Address _____	
Contact Person (Print) _____	
Telephone Number _____	