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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 student development will take the following action:
    - . Contact the Finance Office and request a halt of the 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.