Memorandum of Understanding

[DATE]

Between: x (“X”) and y (“Y”)

1. Purpose and Scope of this understanding:
2. Time period:
   1. This MOU is intended to be from [date] until [date] per the agreement of the parties. It may be extended or shortened by their agreement on the same terms and conditions, [except as to…], which shall be negotiated by the parties.
3. X Responsibilities under this Agreement:
4. Y Responsibilities under this Agreement:
5. Termination
   1. Either party shall have the right to terminate this understanding by giving at least six (6) months written notice to the other party and setting forth in such notice the effective date of termination. In the event of termination of this agreement for any reason, any prepaid amounts shall be returned on a pro rata basis for any portion of the year after the effective date of termination. Such refund payment shall be due within sixty (60) days of the effective date of termination.
6. Notice
   1. Any notice to either party under this agreement must be in writing signed by the party giving it, and shall be served personally, by email to the appropriate individuals on this agreement, or by mail at the addresses listed below.

X Y  
[Address] [Address]

1. The signatories acknowledge they will work collaboratively and in good faith to fulfill their agreed responsibilities and to settle any disagreement which may arise. This MOU is intended to foster collaboration. Any dispute should first be settled by the signatories and, if unable to reach a mutually agreeable solution, the parties’ sole recourse shall be to submit disputes for consideration and resolution by their respective campus Presidents or their designee(s).

Signature page follows.

Agreed by both parties:

**X: Y:**

By: By:  
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 Signature Signature

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