



2013-04

Workforce Development/Continuing Education

This agreement is to provide the below program of study and/or service to:

West Piedmont Workforce Investment Board
Name of Business/Industry/Organization

145-0485009
Federal ID

PO Box 4043
Mailing Address

Martinville, VA 24112
City/State/Zip

WorkKeys Assessments

Length/Time of course:

3.5 hours of testing
Second Thursday each month • 1:00-4:30pm

Start Date:

Thursday, July 12, 2012

End Date:

Thursday, June 13, 2013

Location:

Frith 129 (Exhibit Hall)

Estimated Enrollment per session:

Minimum 1 Maximum 25

Cost:

Tuition: \$ 45.00 per person

Payment Arrangements:

The agreeing company/organization will be billed within thirty (30) days of the class/service begin date. All payments must be made within thirty (30) days of invoice date.

Cancellation Policy:

If it is necessary to cancel this class, cancellations must be made in writing before the first class meeting.

West Piedmont Workforce Investment Board

Patrick Henry Community College

Ms. Kim Adkins

Ms. Rhonda Hodges

Contact Person

Contact Person

Executive Director

Dean, Workforce Development/Cont Ed.

Title

Title

kim@wpwin.org

rhodges@ph.vccs.edu

Email

Email

(276) 656-6190

(276) 656-0256

Telephone Number

Telephone Number

Signature

Signature

Date

Date

6/11/12

6-8-12

CONDITIONS AND GUIDELINES

1. This agreement is subject to negotiated changes at any time, mutually agreed to in writing by authorized personnel. It is understood that the college will be the sole judge of the academic quality of the course(s) offered, and reserves the right not to offer course(s) in the event of insufficient enrollment or unavailability of qualified instructional personnel.
2. The college shall:
 - a. Obtain and compensate instructors who meet the qualifications prescribed by college and/or State Board policy.
 - b. Register students in accordance with Virginia Community College System policies and procedures.
 - c. Provide other usual and customary student services.
3. The company shall:
 - a. Have all participating employees complete application/registration information and other documents as required.
 - b. Acknowledge in the event the college does not receive complete application/registration information, student transcript information will not be available.
4. Required textbooks will be available for purchase by the organization from the college bookstore.
5. If applicable, college credit or Continuing Education Units (CEUs) will be awarded to those students who are officially enrolled and who successfully complete class requirements.
6. Patrick Henry Community College is not responsible for giving grade reports to any company/organization. The agreeing company/organization shall request grade reports from their employees.
7. The obligations under this agreement are non-assignable.