

Virginia Employment Commission
Trade Act of 1974, as Amended

STATE AGENCY SCHOOL AGREEMENT

Name and Address of Training Agency

Name of Course and Hours of Instruction

Adult Education Program Name

Course Title: Adult Education with Occupational Training

Address

Hours Per Week: ##

Fiscal Agent Name

Total Hours / Credits: ##

Effective Date: ##/##/####

AGREEMENT

The above named Training Agency hereby agrees to provide the training shown above under Name of Course and Hours of Instruction, and in accordance with the attached course outline which becomes a part of this agreement for individual students referred to said part of this agreement for individual students referred to said Training Agency by the Virginia Employment Commission under authority of the Trade Act of 1974, as amended. No candidates will be refused services by virtue of race, creed, sex, or national origin.

The Training Agency further agrees to submit all forms and reports deemed necessary to the satisfactory operation of this training program by the Virginia Employment Commission. In addition, the Training Agency agrees to submit to periodic inspections of the operation of the training program by appropriate agents of the Virginia Employment Commission and/or the U.S. Department of Labor.

All trainees accepted shall be informed by the Training Agency of any and all regulations it has set forth such as, but not limited to, academic requirements, attendance, and conduct. The Training Agency assumes responsibility to terminate any trainee who is in violation of such regulations. The Training Agency shall advise the local Virginia Employment Commission referring office of such termination on the date of termination.

The Virginia Employment Commission hereby agrees to reimburse the said Training Agency for services provided as shown below in Cost and Reimbursement.

COST AND REIMBURSEMENT

COST

The total cost of registration, tuition, and academic support services is to include all books, workbooks, other instructional materials, and trainee supplies. The cost per trainee is \$ _____ as follows:

TUITION \$

BOOKS \$

TOOLS/SUPPLIES \$

TOTAL \$

REIMBURSEMENT

Request for reimbursement by the Training Agency will be made each semester following commencement of classes by the trainee. A standard Training Agency invoice will be submitted. Each invoice will include a detailed statement of cost for tuition, books, and supplies for the semester in accordance with the attached course outline.

Mail invoices to

VEC Trade Unit, Rm 308
P.O. Box 1358
Richmond, VA 23218-1358

ENROLLMENT OF STUDENTS AND DURATION OF AGREEMENT

No Trade Act eligible trainee shall be enrolled by the Training Agency under the terms of this agreement except upon written authorization (Form VEC-TAA Enrollment) by the Virginia Employment Commission. The Virginia Employment Commission assumes no liability to reimburse the Training Agency for services rendered to any trainee enrolled prior to or without such written authorization.

This agreement may be cancelled by either party upon fifteen days prior written notice of such intent to cancel to the other party. If not previously cancelled as above, this agreement shall automatically expire as of 11:59 p.m. on the date of the expiration of the Trade Act of 1974, as amended, which is **June 30, 2021**. It is mutually agreed by both parties hereto, however, that the terms of this agreement shall apply to all trainees in enrollment at the time of its termination whether by cancellation or expiration, and shall continue to apply until the termination of their enrollment either through completion of the prescribed training program or withdrawal of the trainee from the Training Agency.

This agreement may be modified by a written, signed statement of both parties. Any such notifications will be attached to and become a part of this agreement.

SCHOOL AUTHORITY

VIRGINIA EMPLOYMENT COMMISSION

Name

Name

Date

Date