MEMORANDUM OF UNDERSTANDING

The Department of Justice and Human Services at Nova Southeastern University (NSU) wishes to provide a quality, cost-effective graduate education to professionals in the fields of criminal justice and human services through the on-line Master’s and Doctoral degree programs which are offered through the NSU College of Arts, Humanities, and Social Sciences’ (CAHSS) Department of Justice and Human Services.

The __________________________ wishes to offer employees of the agency the opportunity of a graduate education at a reduced rate. In this regard Nova Southeastern University and the __________________________ agree to the following:

The __________________________ agrees to:

• Disseminate material regarding the program, and when appropriate allow University personnel to offer informational briefings regarding the same.
• Assign a point of contact to assist with any necessary administrative functions (e.g., posting flyers, placing brochures in common areas)
• Notify Nova Southeastern University of any employment/internship openings within the organization for dissemination to NSU’s College of Arts, Humanities, and Social Sciences, Department of Justice and Human Services students (DJHS).

Nova Southeastern University agrees to:
• Provide courses and instructors.
• Offer a 20% discount on tuition to any employee of the __________________________ enrolled at the NSU (DJHS).
• Provide appropriate materials and personnel for any informational meetings to promote the program.
• Inform its students of any employment/internship openings offered by the organization which have been communicated in writing to the NSU CAHSS/DJHS.
• Collaborate with __________________________ regarding other requested training programs of interest.

Either party may terminate this letter agreement at any time, upon 30 days written notice, provided that all students then currently enrolled in the program at the time of such notice shall be allowed to complete the program under the terms of this agreement.

________________________________________
Date: __________________________
Kimberly Durham, Psy.D.
Chair
Department of Justice and Human Services
Nova Southeastern University, Inc.

Organization Authorizing Official: ____________________________________________
Please Print
Authorizing Official Signature: ___________________________________ Title: __________________________
Phone/email: ____________________________________________________________