

TEACHING AGREEMENT



Call (757-220-9975) or email (suzanne@WilliamsburgLearningTree.org) with questions.

Please indicate your acceptance by typing in your name and the date in the box below.

Name:
Date:

By submitting this contract as a teacher or instructor, you are agreeing to the terms of this contract and holding Williamsburg Learning Tree harmless for any related failure to abide by the contract terms.

The following arrangements and conditions are agreed upon by the Williamsburg Learning Tree and class instructors.

The Williamsburg Learning Tree will make the following arrangements and abide by the following conditions:

1. Interview prospective instructors, conduct background checks, as Williamsburg Learning Tree deems necessary or appropriate, and answer prospective instructor questions
2. Discuss course plans, feasibility and descriptions with prospective instructors
3. Work with instructors to set schedules and acquire venues for approved classes
4. Create, edit and distribute a course catalog via website and printed media
5. Provide publicity and promotion for the program
6. Answer questions from prospective students
7. Establish/Approve tuition fees
8. Collect tuition fees and materials fees from students
9. Refund tuition and materials fees to students in accordance with the program's refund policy
10. Provide instructors with class rosters shortly before classes are scheduled
11. Provide instructors with 25% of the tuition fees collected (unless prior arrangements are agreed upon between the instructor and the Williamsburg Learning Tree)
12. Distribute and collect course evaluation forms from students and instructors

Teachers/Instructors will make the following arrangements and abide by the following conditions:

1. Determine the content of their course once the concept is approved by the Williamsburg Learning Tree
2. Establish enrollment criteria, which is the minimum and maximum number of students per class
3. Calculate any materials fees that will be required, inform the Williamsburg Learning Tree of the amount per student by the catalog deadline date, and agree that the amount will not be changed after the catalog deadline date
4. May arrange independent publicity for their class

5. Teach the class when scheduled if at least the minimum number of students is registered seven (7) days before the class is scheduled
6. Take roll at the class and provide the list of attendees to the Williamsburg Learning Tree
7. Agree to use any venue arranged for by Williamsburg Learning Tree appropriately and consistent with any requirements the venue owner or operator provides and agree to be individually responsible for any damage done to venue as a result of Teacher/Instructor and student use
8. Agree to forego all instructor payment and materials fees if:
 - A student withdraws seven (7) or more days before the class is scheduled
 - The instructor cancels the class for any reason, including under-registration
 - Inclement weather or a state of emergency would make class attendance unsafe
9. Understand and acknowledge that teachers or instructors are independent contractors and not employees of the Williamsburg Learning Tree and cannot bind Williamsburg Learning Tree or Williamsburg Unitarian Universalists to any other agreement or transfer any liabilities without express approval of Williamsburg Learning Tree
10. Recognize the importance of an individual's right to privacy and agree to hold in confidence any personal information shared by class participants
11. Agree that other than tuition and materials fees collected by the Williamsburg Learning Tree, class participants will not be asked or required to pay anything or purchase anything before, during, or after the class
12. Agree that the class participants will not be subjected to any additional contact, sales efforts, or marketing activities before, during or after the class unless specifically requested by the class participant

Submit as an email attachment to suzanne@WilliamsburgLearningTree.org	Print and mail to: Williamsburg Learning Tree 3051 Ironbound Road Williamsburg, VA 23185
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