

## TRAINING AGREEMENT

THIS AGREEMENT (hereinafter the “Agreement” or “Contract”) is made this xx day of xxx by and between the INSERT NAME (“Organization”) and DELAWARE TECHNICAL AND COMMUNITY COLLEGE, Stanton Campus, (“DTCC”). The DTCC’s Standard Terms and Conditions are attached to this Contract and made a part hereof.

### SECTION 1. AGREEMENT OVERVIEW AND WORK PLAN.

DTCC and Organization” will provide PROGRAM for a minimum of XX students. Training will be held at INSERT LOCATION. The maximum number of students that may enroll in each class is xx (xx). In the event the course is cancelled, DTCC will notify Organization no later than the close of business on “xxx” prior to the start of the training week.

### SECTION 2. RESPONSIBILITIES OF DTCC.

DTCC recognizes their obligations under the Agreement are as follows:

1. List Responsibilities

### SECTION 3. RESPONSIBILITIES OF ORGANIZATION.

In connection with the responsibilities of DTCC set forth above, Organization shall undertake the following responsibilities:

1. List Responsibilities

### SECTION 4. TIME OF PERFORMANCE.

DTCC will perform its obligations during the following dates and times outlined in Section 1:

Time:

Days:

Dates:

### SECTION 5. PAYMENT.

a. Organization shall pay DTCC the total sum of \$AMOUNT as compensation for all services and deliverables set forth in Section 1 hereof, which is comprised of the following:

b. Payment of the sums due hereunder shall be made as follows:

1. 100% of the total sum upon invoice from DTCC. The total sum shall be paid in full to DTCC within 30 days from the invoice date.

### SECTION 6. INSURANCE:

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Liability insurance in the amounts of at least one million per occurrence and at least three million in the aggregate covering the activities set forth herein must be maintained by the parties at all times during this Agreement. The parties agree to provide the other, upon written request, with a certificate of insurance providing evidence of such coverage in the minimum amounts referenced above. The parties further acknowledge that failure to maintain such coverage or failure to maintain such coverage in the minimum amounts set forth herein shall be a breach of this Agreement.

**SECTION 7. TERM.**

This Agreement will remain in effect until (x/xx/201x). This Agreement may be re-negotiated thereafter.

**SECTION 8. NOTICE.** Any notice required or permitted by this Agreement shall be deemed to have been completed if in writing and delivered personally or mailed by first-class, registered, or certified mail, postage prepaid, to the other party.

- a. Notices to DTCC shall be sent to:
- b. Notices to Organization shall be sent to:

Either party may change the address to which notices are to be delivered by written notice (excluding email) to the other party.

**IN WITNESS WHEREOF**, the parties have set their hands and seals to the Agreement on the day and year set forth below:

DELAWARE TECHNICAL AND  
COMMUNITY COLLEGE

NAME OF AGENCY

\_\_\_\_\_ (Seal)

\_\_\_\_\_ (Seal)

Vice President and Campus Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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**DTCC Standard Training Agreement**  
**Revised and Approved: 3/7/2013**