



WSIP MOU Procedures and Policies for Special Workshop Requests

Effective June 1, 2018

1. Submit a request at <https://wsip.arizona.edu/workshop-request-form>
2. A draft MOU will be created and sent to the client.
3. Client has 10 days to accept the MOU by signing and dating it.
4. Client may reject, modify, and return the draft to WSIP for modification. This process will be repeated until an MOU is signed and dated by the client.
5. Upon receipt of a signed MOU, Robert (WSIP Director) will also sign and date the MOU and return it along with an invoice to the client.
6. Client must pay the invoice by the agreed upon date.
7. Prices for workshops will be valid for six (6) months. After 6 months, the MOU will be void, and a new MOU must be processed.
8. If workshop dates or titles change, the price will remain the same, unless a new workshop has to be created. In that case, a curriculum development charge of \$50 per hour will be charged.
9. If the number of workshops changes, then the client will be charged or credited, and a new MOU and Invoice will be generated.
10. If the workshops are not delivered, then no money will be collected from the client.