

This Letter of Understanding is entered into as of the Signing Date between the STUDENT(S) and the COMPANY for the purpose to describe the student project.

WHEREAS the STUDENT(S), enrolled at Conestoga College Institute of Technology and Advanced Learning (herein “Conestoga”), has (have) been asked to develop, design, and/or produce a prototype product or process for the COMPANY in the pursuit of either his/her/their academic requirements within a final year, capstone, or class project, or other project outside of academic pursuits (herein referred to as “PROJECT”);

AND WHEREAS the COMPANY has agreed to accept the quality and quantity of the STUDENT’s work in the pursuit of his/her/their academic requirement as presented in the final deliverable for the PROJECT and to accept the full responsibility and full risk of implementing the final deliverable into the COMPANY, the parties agree upon the following scope and schedule.

PROJECT DEFINITION	
Title	
Description (< 300 words)	Scope and description of the project.
Short Description for Conestoga Website (< 150 words)	This short description is for public release.
Deliverables	Deliverables can be listed in point form.
Start Date	
End Date	
Estimated amount of work (in hours)	
Budget Proposal	List of key items (<i>number of students, materials, software licenses, number of trips to/from company, Student Awards, etc.</i>)
Intellectual Property	As per NDA agreement (or write new items here)
Company In-Kind Contribution	

Having read and understood this Agreement, the STUDENT(S) and the COMPANY accept the above terms and conditions as of the Signed Date.

Student 1

SIGNATURE: _____

SIGNING DATE: _____

NAME (PRINTED): _____

EMAIL: _____

COMPANY

SIGNATURE: _____

SIGNING DATE: _____

NAME (PRINTED): _____

TITLE: _____

I have authority to bind the COMPANY.

Student 2

SIGNATURE: _____

SIGNING DATE: _____

NAME (PRINTED): _____

EMAIL: _____

NAME OF COMPANY: _____

ADDRESS: _____

TEL: _____

FAX: _____

EMAIL: _____

Student 3

SIGNATURE: _____

SIGNING DATE: _____

NAME (PRINTED): _____

EMAIL: _____

Student 4

SIGNATURE: _____

SIGNING DATE: _____

NAME (PRINTED): _____

EMAIL: _____

Witness

SIGNATURE: _____

SIGNING DATE: _____

NAME (PRINTED): _____

This template-document has been developed by Conestoga's Applied Research and Innovation office for the use in Research Projects. Conestoga is not a party to this Agreement.