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 (*number of students, materials, software licenses, number of trips to/from company, Student Awards, etc*.) |
| **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 | T | T | COMPANY | T |
| --- | --- | --- | --- | --- |
| **Signature:** |  |  | **Signature:** |  |
| **Signing Date:** |  |  | **Signing Date:** |  |
| **Name (Printed):** |  |  | **Name (Printed):** |  |
| **Email:** |  |  | **Title:** |  |
|  |  |  |  | *I have authority to bind the COMPANY.* |
| Student 2 | T |  | **Name of Company:** |  |
| **Signature:** |  |  | **Address:** |  |
| **Signing Date:** |  |  | **Tel:** |  |
| **Name (Printed):** |  |  | **Fax:** |  |
| **Email:** |  |  | **Email:** |  |
|  |  |  |  |  |
| Student 3 | T |  |  |  |
| **Signature:** |  |  |  |  |
| **Signing Date:** |  |  |  |  |
| **Name (Printed):** |  |  |  |  |
| **Email:** |  |  |  |  |
|  |  |  |  |  |
| Student 4 |  |  | Witness |  |
| **Signature:** |  |  | **Signature:** |  |
| **Signing Date:** |  |  | **Signing Date:** |  |
| **Name (Printed):** |  |  | **Name (Printed):** |  |
| **Email:** |  |  |  |  |

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