

Memorandum of Agreement Regarding Services Term: Fall 2017

This memorandum refers to the *Online Survey of Students' Experiences of Learning in Learning Communities*. The memorandum is between (*insert institution name*) _____ and Dr. Maureen Pettitt, the survey administrator.

By completing this form, your institution agrees to pay the estimated fees for survey data reports as follows:

Selections	Analysis/Report	Fees per term	Your fees
✓	Flat fee for survey use and aggregated data report	\$250	\$250
___	Single institutional data set in either Excel or SPSS	No charge	\$0
___	For each additional analysis by single variable (e.g. course ID)	\$50 for each variable analysis	___
___	Customizing the survey by adding 5 institution-specific questions	\$50	___
___	Analysis of additional questions	\$50	___
		Total	___

The institution will receive an aggregated data report (SPSS output files exported to Word) via email. An invoice will be e-mailed to the institution after your survey reports are sent to you.

Please provide contact information below, including the administrator responsible for this work on your campus. Please return the form electronically to pettittm@evergreen.edu

Date:

LC program contact and e-mail address:

Institutional research contact and e-mail address:

Billing contact and e-mail address:

Billing address (snail mail):

Billing phone number:

Responsible administrator, including e-mail address:

Please sign here _____

DATE: _____

PO # _____