



SEVENTH-DAY ADVENTIST CHURCH IN CANADA  
ÉGLISE ADVENTISTE DU SEPTIÈME JOUR AU CANADA

## Doctoral Study Assistance MEMORANDUM OF AGREEMENT

*(To be completed once funding is approved)*

MEMORANDUM OF AGREEMENT entered into this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ by and between the Seventh-day Adventist Church in Canada ("SDACC"), the [name of] Conference in which the educator is employed (the "Employer"), and [name of Educator] (the "Employee").

### WHEREAS:

- The SDACC and Employer have, in accordance with applicable policies and by decisions of their respective administrative committees, approved providing the Employee with financial support ("Funding") to pursue and obtain a doctoral degree (the "Degree");
- The Funding is to be provided on terms and conditions set out in this Memorandum of Agreement;

### THE PARTIES AGREE AS FOLLOWS:

- A. SDACC Responsibilities:** Subject to its policies and the terms and conditions of this Memorandum of Agreement, the SDACC will:
1. Share Funding costs equally with the Employer as voted; Funding includes tuition, distance learning fees, dissertation costs, and limited travel;
  2. Pay the SDACC portion of the Funding to the Employer when invoiced; the Employer will reimburse the Employee for the costs incurred and paid by the Employee; and
  3. Provide support as needed in coordinating and facilitating the Employee's success in the Degree program.
- B. Employer Responsibilities:** Subject to its policies and the terms and conditions of this Memorandum of Agreement, the Employer agrees and represents that it:
1. Has and will continue to provide the Employee (and other of its employees that are potential applicants for Funding) with relevant information with respect to the availability and conditions of the Funding and provide advice to the Employee with respect to all relevant requirements during the course of the Employee's studies related to the Degree program;
  2. Has approved the Employee's application for Funding according to the criteria outlined in the SDACC's and Employer's policies and as may be required by the SDACC from time to time;
  3. Has communicated its approval decision, and all conditions attached to it, in writing to the Employee and the SDACC;
  4. Has provided the SDACC with all relevant information related to the Employee's application for Funding and the Degree program;
  5. Will reimburse the Employee for costs incurred and paid by the Employee according to the voted policy, and will invoice the SDACC for their portion.
  6. Will use any Funding received from the SDACC only for the purposes of costs for the Degree program as voted; and
  7. Will provide encouragement and moral support to the Employee through the Degree program.
- C. Employee Responsibilities:** The Employee acknowledges and agrees that the Funding will only be provided based on certain conditions set out in this Memorandum of Agreement and the policies of the SDACC and the Employer. The Employee will comply with all such policies and the requirements of this Memorandum of Agreement including, without limitation, as follows:
1. The Employee will maintain grades of "B" or higher in all courses taken in the Degree program;
  2. If the Employee does not achieve a grade of "B" or higher in any course taken, the Employee will be responsible for the cost of such course and must reimburse the SDACC and Employer for all Funding related to that course;

3. The Employee acknowledges that all further Funding will be suspended until the Employee has reimbursed the SDACC and Employer for all costs under paragraphs 2 or 7, as applicable;
4. The Employee acknowledges that all other fees and costs not covered by the SDACC and Employer as voted, including grad fee (if applicable), costs of textbooks and materials, and any miscellaneous charges and fees are the Employee's responsibility. The Employee will not use or allocate Funding for any purpose other than as expressly permitted under the terms of the Memorandum of Agreement;
5. The Employee will promptly provide the Employer and SDACC with evidence in the form of unofficial transcripts and, when requested official transcripts, showing the successful completion of each course and the grade received in each course;
6. The Employee will not drop a course or class without first informing the SDACC and Employer;
7. If the Employee drops a class or course after the deadline or at any time when tuition fees or distance learning fees remain payable (in whole or in part) for that class or course, the Employee is responsible for the payment of the full costs of such class or course and must reimburse the SDACC and Employer for all Funding related to that course;
8. The Employee will provide the SDACC and Employer with evidence and information to the satisfaction of the SDACC and Employer to prove his/her payment of tuition and/or distance learning fees or, if applicable, authorize the SDACC and/or Employer to obtain information directly from the university about amounts due, owing and paid in relation to tuition and/or distance learning fees.
9. The Employee acknowledges and agrees that it is a condition of Funding that he/she complete one full school year of employment service within the SDACC Education System per year of Funding received. Assistance given during the summer or school year for part-time study on a Doctoral Degree shall be amortized by one year of service following the study. Upon receipt of the Doctoral degree, the Employee will be obligated to complete one full school year of employment services within the SDACC Education System. "SDACC Education System" means a Seventh-day Adventist school or academy operated by the Employer or another Seventh-day Adventist conference within the territory of the SDACC, and includes Kingsway College and Burman University;
10. If the Employee does not provide the employment service to the Employer as required by paragraph 9 for any reason, the Employee will reimburse the SDACC for whatever doctoral expense has not been amortized by previous service.
11. The Employee acknowledges that Funding will continue to a maximum of seven years. If the Degree has not been completed in seven years, the employee may be required to reimburse the SDACC and Employer for up to 50% of the total funds invested.

*I understand and agree to the terms outlined above for the graduate study program.*

**EMPLOYER**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SDA CHURCH IN CANADA**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*I understand and agree to the terms outlined above and authorize the SDACC and Employer to provide a copy of this Memorandum of Agreement and my personal information related to my employment and my academic history and performance to one another and to Andrews University or such other institution of higher learning to facilitate the Degree application process and the implementation of this Memorandum of Agreement. I also authorize Andrews University and such other institution of higher learning that I have or will attend to release my personal information, including information regarding my academic progress and achievement (including transcripts), payment of tuition and fees and other relevant matters, to the SDACC and the Employer for the purposes of the implementation of this Memorandum of Agreement.*

**EMPLOYEE**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date