



MEMORANDUM OF UNDERSTANDING

TO: Mike Escaname, Budget Manager
Hidalgo County Health & Human Services Dept.
1304 S. 25th St.
Edinburg, TX 78539
Phone: (956) 292-7000 ext. 7210

FROM: Juan Carlos Aguirre, Associate Dean
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3700 W. Military Hwy
McAllen, TX 78503
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CC: Shirley A. Reed, M.B.A., Ed.D., President

DATE: May 12, 2015

South Texas College will provide 8 hours of Excel training to Hidalgo County Health & Human Services Dept. participants.

Program Title: Beginning/Intermediate Excel

Course #: ITSW 1046

Program Length: 8 hours

Dates: June 19 and 26, 2015

Location: Hidalgo County Health & Human Services Dept.

Participants: minimum of 24 (12 per group); expected 30 (15 per group); max of 40 (20 per group)

Group	Date	Day	Time	Hours	Tuition per Student	Expected No. of Students per Group	
1	June 19, 2015	Friday	8 am – 5 pm	8	\$48	15	\$ 720
2	June 26, 2015	Friday	8 am – 5 pm	8	\$48	15	\$ 720
SUB-TOTAL							\$1,440
PROCESSING FEE (15% of tuition)							\$ 216
GRAND TOTAL							\$1,656

Juan Carlos Aguirre, Associate Dean

Shirley A. Reed, M.B.A., Ed .D, President

The minimum cost per group for up to 12 students is \$662.40. Hidalgo County Health & Human Services Dept. shall adjust tuition cost per student if a student is terminated from the program. The minimum cost per group for 12 or fewer students shall remain at \$662.40 as the "Recovery of Cost" in order for STC to complete training for all the remaining students.

Additional students will be charged at the rate of \$55.20 per student.

Failure to make payment in full within 90 days may result in the account being sent to collections. Hidalgo County Health & Human Services Dept. understands that the College may place for collection any delinquent or defaulted monies owed South Texas College. Hidalgo County Health & Human Services Dept. understands that Hidalgo County Health & Human Services Dept. is responsible for any costs of collection associated with the collection of any monies due the College. These costs may include collection costs, attorney fees, late fees, interest and/or court costs that may be assessed in the pursuit of monies owed South Texas College to the extent permitted under the Constitution and laws of the State of Texas.

List of Students/Participants (see attachment):

Authorized Representative's Signature _____ Date _____

Name/Title of Person Responsible for Representative's Account _____ Tax ID No. _____

Billing Address _____ Telephone _____

City, State, ZIP _____ Fax _____

Type of Funding: Federal _____ CFDA _____; State: _____; Local _____; Private: _____