

# Memorandum of Understanding Between

*Hidalgo County Head Start Program*

*And*

*South Texas College*

The Hidalgo County Head Start Program (HCHSP) and South Texas College (STC), an institution of the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), hereinafter referred to as "STC", agree to provide General Educational Development (GED) testing services to eligible students participating in any alternative educational program for which the GED certificate is awarded as a secondary educational credential.

The terms and conditions set forth in the following document shall constitute the entire agreement between the HCHSP and STC may not be amended except by a written document signed by HCHSP and STC.

## **South Texas College "STC" will:**

- Provide testing services in the five subject areas of writing, mathematics, literature, social studies, and natural science.
- Provide a facility with appropriate environment for the administration of the GED examinations by qualified staff: South Texas College  
GED Testing Center  
3201 W. Pecan Blvd., K2-100  
McAllen, TX. 78501
- Maintain all testing records as permanent archives.
- Forward all test booklets to the University of Texas /Austin for official scoring.
- Provide, on a fee basis, individual student transcripts.
- Invoice HCHSP on a monthly basis for all fees applicable for each referral.
- Provide an official list of students (At least 7 days prior to the designated testing date) who will be taking the GED test(s) and the test sections for each student. Note: Only students who are on the official list will be permitted to test; walk-ins will not be tested.
- Ensure each student presents complete identification documentation to the testing center at the time of testing. Documentation should include: Texas photo I.D. (driver's license, or DPS I.D. card). Failure to comply will result in test denials.
- Require that the following terms and conditions be met for the administration of the GED examination for student referrals:
  1. The ultimate responsibility for the students' readiness to take the GED examination rests with the **HCHSP**.
  2. Limitations may apply on the number of referrals that may test at a given time so that ample space is available for all examinees.

**Hidalgo County Head Start Program will:**

- Be responsible for all testing fees of student referred by HCHSP.
- Adhere to the STC GED Testing Fee Schedule.

**Fees:** Unless otherwise notified, the following fees are in force:

- \$15.00 GED Certificate fee (non-refundable-payable to TEA)
- \$10.00 GED Scoring fee (non-refundable-payable to UT Austin Scoring Center)
- \$15.00 GED Processing fee (non-refundable, payable to STC)
- \$10.00 American Council on Education Testing Service fee  
(one-time, non-refundable fee)
- \$13.00 per test; \$10.00 per re-take test

*A \$10.00 re-processing fee will be assessed for absentee registrants.  
Other fees as may be deemed appropriate and reasonable.*

**Collaboration Efforts between STC and HCHSP:**

- Designated a liaison or primary contact between the HCHSP and the STC GED Testing Center.
- Frequent communication between the GED Chief Examiner and the HCHSP liaison to prevent or avert any potential problems or situations not conducive to test taking.
- Referrals will be expected to comport themselves in a courteous and respectful manner at all times during the testing periods; unruly or disruptive behavior will not be tolerated.

**Termination:**

Either party may terminate the Agreement, with or without cause, by giving ten (10) days written notice to the other.

**Term:**

This agreement shall be for the period commencing on September 1, 2014 and continuing through August 31, 2015.

**Governing Law:**

This Memorandum of Understanding will be construed in accordance with the Laws of the State of Texas and is performable in Hidalgo County, Texas.

**South Texas College:**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Dr. Shirley Reed, President*

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Mary E. Torres-Herrera, GED Chief Examiner*

\_\_\_\_\_  
Print Name and Title

**Hidalgo County Head Start Program**

\_\_\_\_\_  
*Ramon Garcia*

Honorable Ramon Garcia  
Hidalgo County Judge

\_\_\_\_\_  
*Teresa Flores*

Teresa Flores, Executive Director  
Hidalgo County Head Start Program

\_\_\_\_\_  
*08.26.14*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
*Arturo Guajardo, Jr.*

Arturo Guajardo, Jr.  
Hidalgo County Clerk

APPROVED BY  
COMMISSIONERS' COURT  
ON: 8/25/14

Approved As To Form:  
Atlas, Hall & Rodriguez, LLP

By: \_\_\_\_\_

Stephen L. Crain

Approved As To Form:  
Oxford & González, P.C.

By: \_\_\_\_\_

Ricardo González

Date Approved by Policy Council:

Date Approved by Commissioner's Court: