

## Preferred Partner

### Memorandum of Understanding

This Memorandum of Understanding (the “MOU”) is made and executed by and between SILVER LAKE COLLEGE OF THE HOLY FAMILY, a Wisconsin institution of higher education (the “College” or “SLCHF”) and CITY OF MANITOWOC (“Partner”).

#### Mission and Purpose

The purpose of this Strategic Partnership Program (“Program”) is to provide an opportunity for individuals employed at the City of Manitowoc to complete approved Adult Degree Completion bachelor’s degree, graduate degree, or licensure program at Silver Lake College of the Holy Family as listed in **Exhibit A**. This partnership may result in potential cost savings for the student.

#### General Provisions

Silver Lake College of the Holy Family will identify the Partner as a Preferred Partner Organization.

The College will:

1. Provide a 30 percent discount on the tuition rate of an approved academic program listed in **Exhibit A**
  - o Partner employees will not be eligible for any additional SLCHF tuition discounts, grants, or scholarships
2. Provide the first course in the approved program tuition-free
3. Extend the same benefits to the spouses of Partner employees
4. Provide 10 percent discount on space reservations for meeting and events at SLCHF

The Partner will:

1. Assist in the distribution of printed or electronic materials to Partner employees including information on applicable web sites (as determined by the Partner) advising of the tuition discount with Silver Lake College of the Holy Family
2. Allow a representative from Silver Lake College of the Holy Family to provide an informational session each semester for interested employees at Partner organization
3. Verify employment of Partner employees attending the College through Verification of Employment Form attached as **Exhibit B** before each academic semester

#### Advertising/Promotion


Partner may identify its participation in the Program for purpose of advertisement and promotion opportunities. The College may identify Partner (by name or corporate logo) as a participant and supporter of the Program for purpose of advertisement and promotion opportunities.

#### Duration

This MOU may be terminated with or without cause by providing notice of termination to the other Party at least thirty (30) days prior to such termination. Partner employees enrolled in the Silver Lake College of the Holy Family at the time of termination of this MOU shall be allowed to complete the current semester receiving the discounted tuition as set forth herein.

**Contact Information**

Silver Lake College of the Holy Family

Brianna Neuser, 

Dean

2406 South Alverno Road

Manitowoc, WI 54220

920-686-6213

Brianna.neuser@sl.edu

Silver Lake College of the Holy Family

Janeen Meifert, 

Chief Financial Officer

2406 South Alverno Road

Manitowoc, WI 54220

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[janeen.meifert@sl.edu](mailto:janeen.meifert@sl.edu)

**Non-Exclusivity**

Nothing in this agreement shall preclude the City from entering into similar agreements with other educational institutions.

This agreement is binding as of the last date below.

City of Manitowoc

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Silver Lake College of the Holy Family, Dean, School of Professional Studies

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Silver Lake College of the Holy Family, Chief Financial Officer

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

City of Manitowoc, TITLE: \_\_\_\_\_

## **Exhibit A**

### Tuition Discount Rates and Transfer Agreement Programs

1. Silver Lake College of the Holy Family reserves the right to review and set tuition rates at their own discretion, which may result in an annual tuition rate increase.
2. Silver Lake College of the Holy Family will offer Partner employees who meet the criteria in this Agreement a tuition discount and first class tuition free in the following academic programs:

#### Adult Degree Completion Bachelor's Degree Programs

- RN to BSN
- Business Management
- 2+3 Business Management to Masters in Leadership and Organizational Development
- Psychology
  - Social Work Training Certificate Program

#### Graduate Programs

- Master of Science in Leadership and Organizational Development
- Master of Arts in Education: Teacher Leadership
- Master of Arts in Education: Administrator Leadership
- Educator Licensure Programs (at least 12 credit hours)
  - Administrative Leadership Licensure Programs
  - Reading Teacher Licensure Program

**Exhibit B**

Verification of Employment

Name of the Employer

Employer Address

Employer Phone Number

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Name of the Employee ef

Employee Position

Dates of Employment

DOB or Student ID\_  
of Employee or Spouse

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To Whom It May Concern:

This is to certify that 35T is currently employed at 35T. He/She, or their spouse, is eligible to participate in a program at Silver Lake College of the Holy Family as outlined in the Partnership Memorandum of Understanding. He/She also understands that this form must be submitted once every academic year prior to classes beginning.

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Name of Organization Official (printed)

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Title

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Signature of Organization Official

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Date

\*This form must be submitted prior to the beginning of each academic semester.

**Please mail completed form to Silver Lake College of the Holy Family,  
Attn: Office of Financial Aid, 2406 South Alverno Road, Manitowoc, WI 54220  
or  
email [financialaid@sl.edu](mailto:financialaid@sl.edu)**