

**MEMORANDUM OF AGREEMENT
EDUCATIONAL PARTNERSHIP & TUITION DISCOUNT PROGRAM
Sullivan University and Lexington-Fayette Urban County Government**

Parties to this Agreement:

**Sullivan University
3101 Bardstown Rd.
Louisville, KY 40205**

**Lexington-Fayette Urban County Gov.
200 E Main Street
Lexington, KY 40507**

PURPOSE and MISSION:

This Memorandum of Agreement is intended to reflect the cooperative efforts between the Lexington-Fayette Urban County Government (LFUCG) and Sullivan University (SU) (collectively known as Parties) to expand, enhance, and improve the educational opportunities available to employees and family members of the Lexington-Fayette Urban County Government and any of its affiliated entities and/or DBAs.

WHEREAS, the Lexington-Fayette Urban County Government desires to support its employees and their family members in achieving their professional and personal educational objectives, and...

WHEREAS, Sullivan University has a stated mission of being "...dedicated to providing educational enrichment opportunities for the intellectual, social, and professional development of its students.", and...

THEREFORE, both parties believe these individual goals and missions can be mutually inclusive in scope and outcomes desired. The parties agree to enter this Tuition Discount Memorandum of Agreement (MOA or agreement) in which they shall work together to accomplish the mission, purpose and responsibilities set forth within.

Sullivan University Responsibilities:

Sullivan University will provide full-time employees of the Lexington-Fayette Urban County Government, and the immediate family members of full-time employees a 15% discount on tuition for undergraduate programs and certificates only. An immediate family member is defined as the spouse and children of the full-time employee. Moreover, Sullivan University agrees to provide the stated discount to part-time employees who are anticipated to work 500 or more hours annually. Family members of part-time employees are excluded from receiving the tuition discount.

The discount does not apply to Sullivan University students who are employed by the Lexington-Fayette Urban County Government for the sole purpose of completing an academic intern or extern assignment. An intern/extern student who is subsequently hired as a regular employee and meets all other discount requirements will become eligible for the discount beginning with the next full academic period following the completion of the student's intern/extern course(s).

Should an eligible discount program participant qualify for another Sullivan University MOA agreement or tuition discount program, the participant may be restricted to the single SU plan that is most beneficial to the participant. This restriction may exclude the participant from receiving additional Sullivan University sponsored scholarships and/or grants.

Student/Participant Responsibilities:

The term "participant" defines the person enrolling and/or enrolled at Sullivan University participating in the tuition discount program. The term "qualifying employee" defines the person eligible to utilize the tuition discount for herself/himself or for a qualified family member.

To partake in the tuition discount program:

- The participant must meet one of the following criteria:
 - Be a full-time employee of the Lexington-Fayette Urban County Government,
 - Be an immediate family member (spouse or child) of a full-time qualifying employee,
 - Be a part-time employee anticipated to work 500 or more hours annually.
- The eligible employee must submit documented verification of employment with the Lexington-Fayette Urban County Government i.e. a letter from the Human Resources Department or other documentation acceptable to Sullivan University.
- The participant must satisfy all enrollment requirements for their chosen academic program of study as required under Sullivan University admissions and enrollment policies.

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- The participant is required to request the discount and receive confirmation of eligibility from SU.
- A current/active student who becomes eligible for the discount program will begin receiving the discount with her/his next full academic enrollment period.
- The tuition discount is not retroactive to enrollment periods the student may have attended preceding the effective date of this agreement and/or the student's request and approval for the discount.
- The recipient(s) must adhere to all student policies and standards of progress as described in the University catalog and other documentation.
- An immediate family member of a qualifying employee must submit proof of the familial relationship.
- The recipient must adhere to all student policies and standards of progress as described in the University catalog and other Sullivan University documentation.
- Documentation reconfirming current employment for the qualifying employee must be provided upon request by SU staff and/or a minimum of every nine months.
- Recipients are not eligible to receive residual funds from a credit balance created by the discount.

Lexington-Fayette Urban County Government Responsibilities:

- The Lexington-Fayette Urban County Government will provide its employees and clients with timely and regular information regarding the availability of the discount program through various Lexington Fayette Urban County Government communication channels. Possible means of notification may include benefit lists, emails, newsletters, websites, partnership lists, etc.
- The Lexington-Fayette Urban County Government will allow SU staff to meet with employees a minimum of twice per year. (Post-COVID) Suggested methods of meetings may include employee workshops, benefit fairs, monthly/quarterly/annual meetings, lunchroom/breakroom set ups, and/or other gatherings.
- Confirm employment of qualified and participating employee(s).

Use of Trademarks, Logos, and Names

Except as otherwise provided herein, each Party hereby grants permission to the other Party to display its name and utilize its logo on their respective websites and employee information solely for the purpose of promoting the partnership established under this Agreement. Any external promotional materials for advertising purposes featuring the Sullivan University name and/or mark must be approved prior to distribution. Use of any Lexington-Fayette Urban County Government logo must be approved by the Public Information Office pursuant to Lexington's branding guidelines.

MISCELLANEOUS:


Any discount participant actively enrolled at the time of the agreement termination will be allowed to continue under the terms of the agreement until her/his withdrawal, completion of her/his current program of study, or graduation, whichever occurs first; providing there is no accrediting, licensure, compliance, State or Federal regulatory requirement demanding immediate termination of the agreement.

This Memorandum of Agreement may be modified with the mutual consent of both parties.

EFFECTIVE DATES:

This agreement becomes effective as of the date of signing.

Either party may terminate this agreement at any time with 30 days advanced written notice to the other party.



Linda Gorton, Mayor
Lexington-Fayette Urban County Government



Date

2/24/2025

2/2/25

Tim Swenson, President
Sullivan University

Date