### Agency Commitment Form

*To be completed by an authorized representative of sponsoring agency.*

Tuition Fees: Members Non-Members

* *Certificate in Nonprofit Human Service Management Program – Clark*  $3,250 $6,000
* *Certificate in Nonprofit Human Service Management Program – Suffolk*  $3,550 $6,700

As the applicant’s Sponsoring Agency representative, I have included a $50 non-refundable Agency Application Fee (a one-time fee, regardless of the number of applicants) along with this application and I agree to pay the tuition fee of \_\_\_\_\_\_\_\_\_\_\_\_\_.

I understand that the tuition fee is not refundable after my employee attends the second class meeting. I realize that participants in the program must attend all classes to be eligible to graduate. My agency agrees to give enrolled employees paid time off in order to attend classes and participate in an evaluation of the Certificate Program, and to adjust their work requirements accordingly. I understand that all Certificate Program enrollees will commit themselves to continued employment with their sponsoring agency for at least one year following their graduation.

Authorized Representative Signature Date

Authorized Representative Name Title