

MEMORANDUM OF UNDERSTANDING

This memorandum of understanding (MOU) establishes an agreement between the following parties:

("Member Institution"),

and **eCampusOntario**, registered as the Ontario Online Learning Consortium (OOLC), a provincially-funded non-profit organization that leads a consortium of the Ontario's publicly-funded colleges.

Together, the above parties enter into this MOU for the purpose of the Support for Recent Graduates Program in Ontario Exchange (OEX), where project funding will end on February 27, 2023. The purpose of the Support for Recent Graduates program is to provide Recent Graduates (defined as those who have graduated within 24 months of date of application to the program) with the opportunity to build their portfolios and develop client networks as they start their career journeys.

It is the express wish of the parties hereto that this MOU and any related documents be drawn up and executed in English. Les parties conviennent que la présente convention et tous les documents s'y rattachant soient rédigés et signés en anglais.

Context and Purpose

Ontario Exchange (OEX) matches postsecondary institutions with individuals providing virtual learning and content creation services, such as instructional designers, multimedia/virtual reality developers, learning management software (LMS) integrators, writers and more. As an added feature, this year, we've dedicated a portion of our funding to support Recent Graduates for a short-term post-graduate placement. The work done in this placement should relate to the roles and services referred to in the Ontario Exchange Definitions of Virtual Learning Services' document. There are two (2) ways to access our recent graduate funding:

- Hire a Recent Graduate for an upcoming virtual learning project
- Use OEX funding to supplement an existing virtual learning project for which a Recent Graduate is already on staff

Payment Processing

The Member Institution agrees to one of the payment options outlined below. The maximum amount allocated per Member Institution is \$30,000 (CAD), inclusive of all fees and a maximum of one (1) Recent Graduate can be funded per Member Institution. Proof of the Recent Graduate's completed degree or certificate (i.e., diploma or transcript) must be provided upon submission of the MOU.

Option 1 (preferred): eCampusOntario will reimburse the Member Institution on a monthly basis following approval of the monthly report (see monthly payment schedule below). The Member Institution will submit monthly reports including, but not limited to:

- The name of the Recent Graduate hired
- Roles and responsibilities of the Recent Graduate hired
- Number of hours they have worked
- Tracking of hired Recent Graduate's work

Processing fees for reimbursements, if required by the Member Institution, will be included in the total amount allocated to the Member Institution.

Option 2: If the Member Institution cannot agree to reimbursements (i.e., if the Member Institution does not have funding available to pay the Recent Graduate in advance of receipt of the funding), The Member Institution is required to submit monthly reports (as described above) and invoices.

- Please note that this option will result in a delay in payment to the Recent Graduate. Payments will be processed on a monthly basis and will only be released after approval of a monthly report within the deadlines listed in the monthly payment schedule below.

Monthly Reporting and Payment Schedule

eCampusOntario's schedule of payment will be on a monthly basis. Payments will only be released after approval of a monthly report by eCampusOntario within the deadlines listed below. The monthly reporting period is the last five (5) business days of each month, until the first three (3) business days of the following month. Payments for monthly reports submitted after the listed deadlines will not be processed until the following month's payment period.

Payment period month	Monthly reporting opens	Deadline for monthly report
September 2022	September 26, 2022	October 5, 2022
October 2022	October 25, 2022	November 3, 2022
November 2022	November 24, 2022	December 5, 2022
December 2022	December 23, 2022	January 5, 2023
January 2023	January 25, 2023	February 3, 2023
February 2023	February 22, 2023	March 3, 2023

Term of the Agreement

This MOU will take effect on the date of last signing and remains in effect until March 31, 2023. **All Recent Graduate work must be completed by February 27, 2023.**

This MOU may be terminated upon written consent of both parties at any time with 30 days' notice.

Authorization

_____ Date: _____

(Member Institution signature - must have authority to bind the institution)

(Member Institution signatory name, job title)

_____ Date: _____

(eCampusOntario authorized signature)

(eCampusOntario representative name, job title)