



# THE CENTER FOR LEGAL STUDIES

## MEMORANDUM OF UNDERSTANDING

### Victoria College

This Memorandum of Understanding (herein referred to as MOU) constitutes an agreement between Victoria College (herein referred to as VC) and The Center for Legal Studies (herein referred to as CLS). The Courses that are the subject matter of this MOU are the sole copy written property of The Center for Legal Studies, Inc. (CLS)

**Term:** The initial term of the agreement is August 1, 2018 through August 1, 2019 for each of the courses checked below. Additional offerings of these courses may be scheduled following the terms of this MOU. These courses are intended to be offered live, online and via independent study. Independent study classes are offered via DVD and text-based formats. Live lectures are solely within the discretion of VC. Both parties agree that 5 will be the minimum and 40 will be the maximum number of students per live lecture class.

**Termination:** This MOU is self-renewing unless otherwise cancelled by CLS or VC upon 30 days prior written notice to the other party. Maximum renewals not to exceed five years.

**Course Formats:** VC shall participate in each of the classes and formats checked below:

<u>COURSE</u>	<u>TUITION</u>
<input checked="" type="checkbox"/> Paralegal Certificate Course® <input type="checkbox"/> Live <input checked="" type="checkbox"/> Online <input type="checkbox"/> Independent Study	\$1289 (\$257.80 retained by VC)
<input checked="" type="checkbox"/> Medical Professional Legal Consultant <input checked="" type="checkbox"/> Online	\$975 (\$195.00 retained by VC)
<input checked="" type="checkbox"/> Legal Nurse Consultant Training Course™ <input type="checkbox"/> Live <input checked="" type="checkbox"/> Online	\$895 (\$179.00 retained by VC)
<input checked="" type="checkbox"/> Software Essentials for the Law Office™ <input checked="" type="checkbox"/> Online: 7 wks.	\$729 (\$145.80 retained by VC)
<input checked="" type="checkbox"/> Advanced Legal Research and Writing Certificate Course <input checked="" type="checkbox"/> Online only: 7wks.	\$729 (\$145.80 retained by VC)

**Personal Injury for Paralegals** \$729 (\$145.80 retained by VC)  
 Online: 7 wks.

**Employment Law Certificate Course** \$729 (\$145.80 retained by VC)  
 Online: 7 wks.

**Legal Secretary Certificate Course** \$645 (\$129.00 retained by VC)  
 Live  
 Online  
 Independent Study

**Legal Investigation Certificate Course** \$645 (\$129.00 retained by VC)  
 Online after 1/1/15 - \$645 / \$129.00  
 Independent Study

**Alternative Dispute Resolution Certificate Course** \$575 (\$115.00 retained by VC)  
 Online  
 Independent Study

**Victim Advocacy Certificate Course** \$645 (\$129.00 retained by VC)  
 Online  
 Independent Study

**Advanced Paralegal Certificate Course** \$1800 (\$360.00 retained by VC)  
 Online Only **OR** \$300 per topic (\$60.00 retained by VC)

**Topics for the Advanced Paralegal Certificate Course are:**

- Advanced Legal Research
- Criminal Law
- Water Law
- Business Law and Practices
- Education Law
- Victim Advocacy
- Bankruptcy Law
- Estate Planning
- Intellectual Property
- Real Property
- Constitutional Law and Civil Liberties
- Family Law
- Mediation and other forms of ADR
- Immigration Law
- Criminal Procedure

**Law School Prep Course** \$300 (\$60 retained by VC)  Online Only

**SAT/ACT Standardized Test Preparation Course** \$150 (\$30 retained by VC)  Online Only

**LSAT Standardized Test Preparation Course** \$300 (\$60 retained by VC)  Online Only

**GMAT Standardized Test Preparation Course** \$300 (\$60 retained by VC)  Online Only

**GRE Standardized Test Preparation Course** \$300 (\$60 retained by VC)  Online Only

**ONLINE SESSIONS:** (The Paralegal Certificate Course© is comprised of Para I: seven weeks and Para II: seven weeks, 14 wks. total) Students may begin online classes on any of the start dates listed. Each online session is held for seven weeks. Schedules applicable to this MOU are:

FA18I: August 20 - October 5, 2018  
FA18II: October 15 - November 30, 2018  
SP19I: January 14 - March 1, 2019  
SP19II: March 11 - April 26, 2019  
SU19I: May 6 - June 21, 2019  
SU19II: July 1 - August 16, 2019

**PAYMENT AND SCOPE OF RESPONSIBILITIES:**

*VC shall provide:*


- A Certificate of Completion for each student who completes any of the courses listed in this MOU and a Certificate of Completion who successfully completes at least six out of the fifteen offered Advanced Paralegal Certificate Course topics.
- Appropriate advertising in cooperation with CLS to promote the programs, including a listing in the VC course catalog, posting on the VC website, and, when possible, provide public service announcements.
- Classroom facilities for the live lecture courses, if offered by VC.
- If VC collects tuition fees: Payment of 80% of gross tuition revenues as listed in the "Course Formats" section above to CLS at the beginning of each course.


*CLS shall provide:*

- Curriculum for each of the courses checked above along with instructors.
- Administration of the online courses through the CLS server
- In cooperation with VC, develop appropriate advertising to promote the programs
- Reasonable costs incident to postage for a mail marketing campaign, or newspaper space for a print campaign.
- Sales of textbooks to students, if necessary.
- If CLS collects tuition fees, we will provide payment of 20% of gross tuition revenues as listed in the "Course Formats" section above to VC at the conclusion of each course.

For The Center for Legal Studies:

For Victoria College:

  
\_\_\_\_\_  
Gary Knippa, President  
The Center for Legal Studies  
523 Park Point Dr Ste 320  
Golden, CO 80401  
(Tel) 1-800-522-7737  
(fax) 303-271-1777  
Fed. Tax ID # 26 0903342

  
\_\_\_\_\_  
David Hinds, President  
Victoria College  
Workforce & Continuing Education  
7403 Lone Tree Road  
Victoria, TX 77901  
(Tel) 361-582-2528  
(Fax) 361-582-2574

Dated: 10/30/18

Dated: 10/24/18