

Counselor Education & Family Studies Affiliation Agreement Instructions

1. Legibly complete, or ask the Affiliate to complete, the required information on the Cover Sheet.

NOTE: Do not use acronyms, shorthand, or local familiar name for the business name. For example, Liberty University's legal name is "Liberty University, Inc." (not "LU" or "Liberty"). Widely recognized abbreviations are acceptable (e.g.: svcs. ctr., org., inst., assoc., etc.). In addition, abbreviations for legal entity designations are appropriate (e.g.: Inc., Co., LLC, PLLC, etc.).

2. Ask the Affiliate to legibly complete the required information at the top of the Affiliation Agreement with their Legal Business Name or Legal "Doing Business As" (DBA) in the space provided. This should match the name provided on the Cover Sheet.
3. Ask the Affiliate to legibly complete the required Name and Address for legal notices in paragraph "12. Notices." in the area labeled: "*If to Affiliate.*"

NOTE: This address may be the same business address provided on the cover sheet, but may be another address where the designated Affiliate representative receives mail, a corporate/government office, or the office of the Affiliate's legal counsel.

4. Ask the Affiliate to complete the signature block and sign. The signatory must have authority vested by the Affiliate to bind the person/entity to the agreement.
5. Legibly scan and transmit the entire document to Counselor Education and Family Studies, or mail, as per department instructions. Only PDF format will be accepted electronically.

NOTE: Please use a flatbed scanner or scanner with auto-feed. If using a phone or tablet app, such as CamScanner, use the features within the app to adjust the document so that it is clean and legible.

Additional Considerations:

- A. If the Affiliate requests to propose revisions to the Liberty University template or if they have an agreement that they have drafted that they want to use, have the Affiliate complete the Cover Sheet and have the Affiliate include it in an email with their request to your department's field experience coordinator.
- B. Required information may be typed on the PDF using the "Fill and Sign" feature, or printed clearly.
- C. The following things may delay or prevent acceptance of the Affiliation Agreement and could delay or prevent approval of your application:
 - i. Missing pages.
 - ii. Missing required information. Required information includes:
 - a. all information on the Cover Sheet
 - b. "Effective Date" at top of AA

- c. legal business name at the top of AA
 - d. "Notice" section name and address
 - e. signature block in its entirety
- iii. Required information or the scan is illegible.
 - iv. Information added after agreement has been signed.
NOTE: If the student or department staff notices that something is missing, or a mistake made, then it needs to be brought to the Affiliate's attention. Only the Affiliate or Liberty's Contract Administration Department should make corrections. If Affiliate needs to make a correction, then a single line should be made through the mistake and initialed.
 - v. Affiliation Agreement or any of the terms appear to be altered without assent from Liberty's Contract Administration Department.
 - vi. The business name on the cover sheet, top of the AA, and the signature block don't match.
 - vii. If handwritten, different color ink used in different parts of the agreement.