

Memorandum of Understanding between
Elevate USA and Crown College

WHEREAS, **Elevate USA (“Elevate”)**, a non-profit committed to building long-term, life-changing relationships with urban youth and equipping them to thrive and contribute to their communities, whose administrative address is 5310 Ward Road, Suite G-05, Arvada, CO 80002 and **Crown College (“Crown”)**, a Minnesota non-profit higher educational institution, committed to providing educational opportunities that are Christ-centered, academically excellent, globally connected and affordable, whose address is 8700 College View Drive, Saint Bonifacius, Minnesota 55375 desire to come together to offer professional development and academic opportunities for Elevate staff along with dual enrollment and Associate’s degree opportunities for Elevate students; and

WHEREAS, Crown College currently offers professional development training and online undergraduate degrees through its School of Online Studies and Graduate School (SOS/GS), which are fully accredited by the Higher Learning Commission of the North Central Association; and

WHEREAS, Elevate offers a training program for its staff that is worthy of both professional development and academic credit and courses to its students that are worthy of academic credit;

THEREFORE, Elevate and Crown agree to partner together to offer training and academic programs for Elevate staff and students as follows:

I. Statement of Intent

Elevate and Crown intend to pursue the following initiatives together:

- A. Offer professional development certificates to Elevate staff who complete the RISE training.
- B. Offer online professional development training to Elevate staff using Crown’s learning management system.
- C. Provide Elevate staff with opportunities to apply Elevate staff training toward degree programs at Crown for free.
- D. Provide Elevate staff and immediate family members of staff with a 25% discount on Crown SOS/GS courses.
- E. Provide students in Elevate’s programs with opportunities to pursue dual enrollment courses at Crown’s special dual enrollment rate.
- F. Provide students in Elevate’s programs with opportunities to pursue Associate’s degrees at a guaranteed rate of 50% off tuition financial aid package. (See stipulations below.)

II. Stipulations

- A. Offer professional development certificates to Elevate staff who complete the RISE training.
 - a. Elevate staff who complete the RISE training online or in person are eligible to receive a certificate of Urban Youth Development through Crown College.
 - b. Elevate will provide affirmation that Elevate staff have successfully completed the RISE training.
 - c. Crown will issue certificates to staff who complete RISE training after they have paid the agreed upon fees.
 - d. Specific pricing and procedures are outlined in Appendix A.
- B. Offer online professional development training to Elevate staff using Crown's learning management system (LMS).
 - a. Crown and Elevate will work together to develop Elevate's RISE training in a format that is deliverable through Crown's LMS.
 - b. Crown and Elevate will be co-owners of the new online curriculum.
 - c. Crown agrees not to use the co-developed curriculum or any part of the curriculum for any other purpose besides training Elevate staff unless it receives express written consent from Elevate. New agreements will be added as an Addendum to the curriculum.
 - d. Elevate retains the rights to its RISE curriculum. It is able to use and or sell the content of its curriculum as it sees fit.
 - e. As co-owners of the online curriculum Crown and Elevate would need to agree together on new uses for the training offered in the online format that is developed in Crown's LMS.
 - f. Dual ownership of the online curriculum will continue as long as Elevate and Crown continue the partnership described in this MOU. If either party decides to cancel this partnership agreement, Elevate will retain sole ownership of the content of the RISE curriculum.
 - g. Elevate Affiliates agree to pay Crown \$25 per student per class to cover administrative expenses related to offering and maintaining the online trainings through its learning management system. Prices are subject to change based on mutual agreement between Crown and Elevate.
 - h. Specific pricing and procedures are outlined in Appendix B
 - i. Crown would bill each Affiliate for its staff participants two weeks after each training session starts.
 - j. If staff members are unable to finish their courses, Crown will offer credits on the following schedule: 0-2 weeks – full refund; 3-5 weeks – 50% refund; 6-8 weeks--25% refund; 9-10 weeks – no refund.
 - k. Credits will be applied to the next bill.
- C. Provide Elevate staff with opportunities to apply Elevate staff training toward degree programs at Crown for free.

- a. Elevate staff who complete the RISE training can apply their coursework toward degree programs at Crown College for free.
 - b. Articulated coursework must be approved in advance by Crown College and courses must be overseen by instructors with Master's degrees.
 - c. Articulated coursework can apply to Crown SOS/GS degree programs, but it is not transferrable to other academic institutions.
 - d. Specific policies and procedures are outlined in Appendix C.
- D. Provide Elevate staff and immediate family members of staff with a 25% discount on Crown courses.
- a. Crown agrees to offer a 25% discount on coursework taken by Elevate staff and immediate family members (spouses and children).
 - b. This discount applies to tuition only. It does not apply to books and fees.
 - c. Elevate staff and family members should notify Crown enrollment counselors that they are affiliated with Elevate to ensure the tuition discount.
- E. Provide students in Elevate's programs with opportunities to pursue dual enrollment courses at Crown's special dual enrollment rate.
- a. Crown agrees to offer its online dual enrollment courses at its special dual enrollment rate to any high school juniors and seniors who are in Elevate's program.
 - b. If requested, Crown can provide tutoring curriculum to Elevate staff and volunteers who wish to provide regular tutoring support to Elevate students enrolled in Crown's dual enrollment program.
 - c. Crown and Elevate may agree to create dual enrollment courses (developed by Elevate or Crown) that are offered for free or at a reduced rate to Elevate's dual enrollment students. These courses could be articulated into Crown's SOS/GS degree programs. Ongoing agreements will be specified in appendices added to this agreement.
- F. Provide students in Elevate's programs with opportunities to pursue SOS Associate's degrees at a guaranteed rate of 50% off tuition financial package. (See stipulations below.)
- a. Crown agrees to offer Elevate students who have graduated from high school and who are pursuing an Associate's degree a guaranteed rate of 50% off tuition financial aid package.
 - b. Crown will guarantee a 50% off tuition financial aid package to all Elevate students participating in the approved blended curriculum provided that they apply for financial aid. Elevate students will receive a financial award package in which the Pell Grant awarded and other Crown institutional scholarships will contribute toward this 50% off tuition financial aid package. Crown will then supplement the Pell Grant with a tuition scholarship so that students are guaranteed a 50% off tuition financial aid package. On occasion, the Federal government may ask students to complete a verification process in order to

receive their Pell Grant disbursement. Students who do not complete the verification process will not receive additional scholarships from Crown in order to cover Pell Grant funds which are not disbursed. Students will be responsible to pay their semester bill before they are allowed to register for their next semester's classes at Crown.

- c. In the event that the Crown College School of Online Studies tuition rate increases or decreases by 5% or more between academic years, both parties will re-evaluate the guaranteed 50% off tuition financial aid package described above in order to maintain the tuition expense and revenue goals associated with this original agreement.
- d. Crown College agrees to notify Elevate of all Crown College School of Online Studies tuition and fees by January for the following academic year. Crown College agrees to waive the application fee for all Elevate students.
- e. This offer is for Associate's degrees only.
- f. Students who finish their Associate's degree and wish to pursue a Bachelor's and/or Master's degree at Crown, will receive the 25% discount for the duration of their program.

III. Marketing and Advertising

Elevate will be primarily responsible for marketing this program with support from Crown. Each party shall provide to the other an electronic version of its logo which may be included in print and media promotional materials that may be produced to promote the program. Elevate and Crown will work together to create fliers, websites and other media required to successfully promote the program.

IV. Term

This Agreement shall be effective as of April 1, 2020 and shall be reviewed annually to determine if any adjustments are needed. The agreement can be cancelled, with or without cause, by either party at any time with a 60-day written notice by the canceling party to the other. Barring unforeseen circumstances, Crown will honor its commitment to work with any students admitted into its programs prior to the cancellation of the partnership.

V. Accreditation

Concerning accreditation, parties agree as follows:

Crown has sole responsibility for accreditation matters between Crown and The Higher Learning Commission (HLC). Elevate assumes no responsibility for the present or on-going accreditation of the online degrees offered by Crown. If Crown learns of any issues with the

HLC that may affect accreditation, it will notify Elevate immediately so there will be no danger of Elevate offering misleading information to incoming students.

VI. Indemnity

Elevate agrees to defend, indemnify, and hold Crown and its licensees, assignees, officers, directors, agents, and employees harmless against all costs, expenses, and losses (including reasonable attorney fees and costs) incurred through claims of third parties against Elevate that may result from any default of Elevate concerning this Agreement.

Crown agrees to defend, indemnify, and hold Elevate and its licensees, assignees, officers, directors, agents, and employees harmless against all costs, expenses, and losses (including reasonable attorney fees and costs) incurred through claims of third parties against Crown that may result from any default of Crown concerning this Agreement.

VII. Jurisdiction and Disputes

It is the intention of both Crown and Elevate that this Agreement be interpreted according to the laws of the United States of America, the State of Colorado and the State of Minnesota.

IN WITNESS WHEREOF, the parties hereto, intending to be legally bound hereby, do sign below.

Elevate,
a non-profit educational organization

4.14.2020

Date



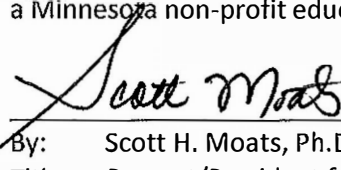
By:
Title: Kevin Byerley, CEO of Elevate USA

We do hereby acknowledge the above and agree to the same:

Crown College,
a Minnesota non-profit educational institution

April 13, 2020

Date



By: Scott H. Moats, Ph.D.
Title: Provost/President for Academic Affairs

Appendix A

Professional Development Certificates

Procedures for issuing Professional Development Certificates to Elevate staff completing the RISE Training.

Procedures for staff completing face-to-face RISE training:

1. Elevate Affiliates will notify Crown when staff members have successfully completed RISE Training
2. Crown will issue an invoice to the Affiliate.
3. Charges will be as follows:
 - a. \$25 per staff member for digital certificates
 - b. \$50 per staff member for both digital and printed certificates.
4. Once payment is received, Crown will issue a digital certificate within a week via email and will mail the printed certificate within a week.

Procedures for staff completing online RISE training:

1. Staff will automatically receive a digital certificate from Crown following the completion of their training.
2. Staff who wish to receive a printed certificate will submit their digital certificate to Crown and request a print certificate. (Details will be provided at the end of the RISE training.)
3. Crown will send an invoice to the student or the Affiliate Director depending on the arrangement with the Affiliate. The charge will be \$25 for the print certificate.
4. Once payment is received, Crown will mail a printed certificate within a week.

Prices above are subject to change based on mutual agreement between Crown and Elevate.

Appendix B

Delivering Elevate Training Using Crown's LMS

Procedures for delivering training using Crown's LMS.

Procedures for developing courses within Crown's LMS.

1. Elevate and Crown will consult together regarding the curriculum and the best way to deliver it in an online format.
2. Elevate will provide the curriculum to Crown in the format agreed upon in the consultation above.
3. Crown may make suggestions for changes to make the curriculum more compatible for its online platform and delivery templates.
4. Once there is an agreed upon curriculum, Crown will transfer it to its LMS.

Procedures for delivering courses within Crown's LMS.

1. Two weeks before the class starts, Elevate will provide a spreadsheet listing staff members who will start the upcoming online RISE training. The list will include the staff member's full name, email address, phone number and affiliate.
2. Crown will create accounts for new staff and will load them into the course shells.
3. Before the class starts, Crown will email instructions for access course shells.
4. Two weeks after the courses start, Crown will invoice each affiliate \$100 (\$25/course) for each staff member taking the course.
5. If staff members are unable to finish their courses, Crown will offer credits on the following schedule: 0-2 weeks – full refund; 3-5 weeks – 50% refund; 6-8 weeks--25% refund; 9-10 weeks – no refund. Affiliate leaders must contact Crown to notify them of any withdrawals.
6. Credits will be applied to the next bill.

Appendix C Articulated Courses

Elevate staff who complete the RISE training can apply their coursework toward degree programs at Crown College for free.

Because these courses are intended solely for students seeking academic degrees through Crown College, the following stipulations apply.

1. Students must be accepted as students at Crown before they can request that their courses be articulated into Crown SOS/GS.
2. After students have been accepted at Crown, they can submit their Urban Youth Development certificates to their academic advisors.
3. Their academic advisors will confirm completion and then submit the articulation request through Crown's administrative systems.
4. Articulated courses will be applied to the student's transcript at the end of the term in which they are submitted.
5. Students must complete at least one term at Crown before the credit is applied.
6. Though it varies by institution, free CRC courses are generally not transferable to other colleges and universities unless the student finishes a full degree at Crown.
7. With the Urban Youth Development certificate, Crown will allow Elevate staff to apply coursework for the following classes toward their degrees. These courses can be applied toward graduate or undergraduate degrees.

Undergraduate courses	Graduate courses
Urban Youth Mentoring (3 credits)	Mentoring Urban Youth (3 credits)
Principles and Practice of Holistic Youth Development (3 credits)	Holistic Youth Development
Classroom Leadership (3 credits)	Classroom Leadership Principles (3 credits)
Youth Development Internship I & II (3 credits)	Internship in Youth Development (3 credits)

8. A full chart is provided below.



**Crown College Elevate Degree Options
Master's Degrees**

ELEVATE
USA

Christian Studies	Cr.	Global Leadership	Cr.	Ministry Leadership	Cr.	Organizational Leadership	Cr.
Luke/Acts: Mission of Christ & Church	3	Strategic Planning	3	Theo. of Leadership, Vocation, Work	3	Strategic Planning	3
Alliance Distinctives	3	Leadership and Culture	3	Hermeneutics & Theo. Research	3	Organizational Communication	3
Christian Theology	3	Organizational Communication	3	Strategic Planning	3	Theo. & Spiritual Found. of Leadership	3
History of the Church	3	Academic Writing for Evaluation & Research	3	Leadership and Culture	3	Program Planning and Evaluation	3
Hermeneutics & Theological Research	3	Program Planning and Evaluation	3	Organizational Communication	3	Foundations of Organization Theory	3
Biblical Theology	3	Intercultural Team Building	3	Social & Cultural Found. for Ministry	3	Organizational Behavior	3
Social & Cultural Found. for Ministry	3	Intercultural Communication	3	Facilitating Spiritual Formation	3	Organizational Development	3
Spiritual Formation for Ministry	3	Social & Cultural Foundations for Ministry	3	Spiritual Formation for Ministry	3	Ethical Leadership	3
Mentoring Urban Youth	3	Mentoring Urban Youth	3	Mentoring Urban Youth	3	Mentoring Urban Youth	3
Holistic Youth Development	3	Holistic Youth Development	3	Holistic Youth Development	3	Holistic Youth Development	3
Classroom Leadership Principles	3	Classroom Leadership Principles	3	Classroom Leadership Principles	3	Classroom Leadership Principles	3
Internship in Youth Development	3	Internship in Youth Development	3	Internship in Youth Development	3	Internship in Youth Development	3
Total Credits	36	Total Credits	36	Total Credits	36	Total Credits	36
Associate's Degree in General Studies:							
Articulated Undergraduate Courses							
60 credits total		Urban Youth Mentoring					3
12 Elevate credits would apply to the degree for free		Principles & Practice of Holistic Youth Develop.					3
Courses from other institutions could be transferred in		Classroom Leadership					3
Crown offers Elevate staff 25% off tuition		Youth Development Internship I					3
		Youth Development Internship II					3
Bachelor's Degrees (General Studies, Ministry, Psychology/Counseling, ADC and More)							
120 credits total							
15 Elevate credits would apply to the degree for free							
Courses from other institutions could be transferred in							
Crown offers Elevate staff 25% off tuition							