



Pam Hendrix Center for

EDUCATION ABROAD

Faculty-Directed Program Contracts, Quotes, and Invoices

Clemson University does not require a contract. If the supplier(s) supporting the program does require a contract, it must be reviewed and approved by Clemson University Procurement. Please note the additional guidelines below.

For contract review, email [**contracts@clemson.edu**](mailto:contracts@clemson.edu). Please note that procurement contracts should still be added as an attachment through buyWays.

Clemson University contract terms:

Payment schedule

- A deposit of up to \$350 per participant can be paid to confirm the program (if required).
- Clemson will not agree to a contract that requires the final payment in advance. The final payment will be paid on or after the program start date.

Cancellation/Withdrawal and penalties

- From program confirmation to 6 weeks prior to the program start date, Clemson can be liable for actual damage or 25% of the program fee, whichever is greater.
- Between 6 weeks and 2 weeks prior to the program start date, Clemson can be liable for actual damages or 50% of the program fee, whichever is greater.
- Within 2 weeks of the program start date, Clemson can be liable for actual damages or 100% of the program fee, whichever is less.

Reminders about program quotes and invoices

- Quotes should include price points for variable student numbers, if applicable (e.g., \$\$ for 10-14, \$\$ for 15-19).
- Faculty expenses should be separated from the student expenses.
- Quotes must be itemized (e.g. accommodation, transportation, excursions/activities, meals, administrative costs, onsite support, etc.).
- If the program supplier requires enrollment in their international medical insurance plan, a copy of the policy must be shared with the PHCEA for university approval.