

Please find attached a draft Word version of our standard template agreement for your kind review. Before proceeding with execution, we kindly ask that you please fill in the required information in the areas highlighted in yellow. I am enclosing instructions below on how to complete those sections (please feel free to delete the highlighted text and replace it with the below information, as applicable):

Part A:

Please enter in the correct **full legal name** for your facility

Part B:

Please fill this out based on one of the following options:

- if your facility is owned by a parent company, please enter in “o/o by” and follow that with the legal name of the parent company
- if your facility has an operating name, please enter in “o/a” and follow that with the operating name
- if your facility is a Division of another legal entity, please enter in “a division of” and follow that with the legal name of the other entity
- if none of the above apply to your facility, please just delete this Part

Part C:

Please fill this out based on one of the following options:

- if your facility has multiple locations/operating sites, and you are comfortable with the agreement applying to all of those sites, please enter in “(all locations)”
- if your facility has multiple locations/operating sites, and you are only comfortable with the agreement applying to one or a few sites, please enter in “(sites covered:” and list which locations will be covered under the agreement, followed by a closing bracket “)”
- if your facility only has one location, please just delete this Part

Part D:

Please fill in the **full mailing address** that will be applicable for this agreement.

Part E:

Please copy and paste here what you entered in for Part A.

Part F:

Please fill in the **first and last name, as well as the job title**, of the person(s) who will be executing the agreement on behalf of the facility (you may use Western’s signature line as an example of how we ask this information to be filled out).

Please note, Western **does not** require that two (2) signatures be provided on behalf of the facility....we only include two lines in case more than one person needs to sign, based on your facility’s policies. Please feel free to just delete the second signatory line, if it is not applicable.

Please also note – a typed-in name **does not** constitute a signature. Once the name(s) are filled in, please have the agreement signed in one of two ways (based on your preference):

- an official electronic signature may be added above the signing line
- the agreement may be printed, physically signed, and then scanned back in

Other things to note:

- Should you have any questions or concerns regarding the agreement (prior to execution), please do not hesitate to let me know and I will make sure your concerns are passed along to our legal counsel to be addressed before the agreement is executed.
- If you wish to make any suggested changes to the template, we kindly ask that you use **Track Changes** to make revisions, so that our legal counsel can easily review your edits and comment back on them. Please do not sign the agreement until all revisions have been discussed/approved.
- Our template agreement is open-ended by default (it does not contain a hard expiry date). This is to allow the opportunity for other placements to occur with your facility in the future, without requiring you to sign another agreement each time (in example, students from the same program, or a different program, might be offered a placement by your facility at a later date, and this agreement would cover those placements as well). However, we are certainly happy to add in a hard expiry date if that would be your preference.
- Of course, we do appreciate that your facility/practice may have your own template agreement that you would prefer to use instead. That is certainly not a problem at all, and we would be more than happy to review your template. Please feel free to pass this along to me at your earliest opportunity.

If you are content with the agreement as is, once the required information has been filled out, please kindly have the agreement executed and provide back to me by email. Once the University has executed the agreement, we will email a copy back to you as well, for your records.

Thank you in advance for your time, and we look forward to hearing back from you at your earliest opportunity.

We look forward to working with you regarding this affiliation, and thank you so kindly for the opportunity that you are willing to give our University students.