

**Corporate Training Agreement**

This Agreement is made and entered into by and between:

**Florida SouthWestern State College (“FSW”)  
Office of Corporate & Community Education  
8099 College Parkway, Fort Myers, FL 33919**

**Corporate.training@fsw.edu**

And

**[INSERT Corporate entity name] ("Company")  
[INSERT Corporate entity address]**

**[INSERT Corporate email address]**

**[INSERT Corporate contact and phone]**

**1. Purpose of Agreement**

Florida SouthWestern State College agrees to provide corporate training with Company as part of its Corporate Training initiative.

**2. Training Details**

Training Title: **[INSERT title]**

Date(s): **[INSERT date(s)]**

Time: **[INSERT time]**

Location: **[INSERT the reserved campus building/room or corporate location]**

Estimated Number of Attendees: **[INSERT number]**

**3. Optional Add-Ons (FSW locations only)**

☐ Food & Beverage Service

☐ Breakfast ☐ Lunch ☐ Snacks ☐ Dinner

☐ FSW Room(s) Required \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AV Requirements: ☐ Projector ☐ Microphones ☐ Whiteboard ☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ Security

☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. Fees & Payment Terms**

Training Fee: $ **[INSERT total fees]**

Optional fees**: $ [INSERT total fees]**

**Total: $ [INSERT total fees]**

Payment Method: Check payable to FSW Corporate & Community Education. **A deposit of 50% of the estimated total is due upon signing of agreement. A final invoice will be provided upon completion of services with final payment due within 30 days.**

**5. Cancellations & Rescheduling**

* Either party may reschedule or cancel a session with at least **10 business days’ notice**.
* Cancellations made within 10 business days of training date will forfeit the deposit as a cancellation fee.
* Cancellations due to weather or emergencies will be rescheduled at a mutually agreed time.

**6. Term and Termination**

* The term of the agreement begins on the day of the first scheduled session and ends after the last session of the last scheduled date.

**7. Indemnification and Insurance**

The Company agrees to hold FSW harmless from any and all claims or damages arising from training. Company attests it carries general liability and workers’ compensation which covers its employees for injuries, property damage and liability. Company agrees to provide its certificate of insurance upon FSW request. FSW provides general and professional liability coverage for its instructors and operations.

**8. Signatures**

Florida SouthWestern State College

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Jason Dudley

VP, Business Affairs and Technology

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[INSERT Company Name]**  
By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_