This agreement is entered into this day of , 20 , until

, or when the project is completed and paid in full, by and between

(student) , (parent) , and the

Agricultural Department Advisor, , and covers the student’s enterprises/projects listed below which will be built in the Agriculture Shop.

The estimated cost of the project(s) is/are $ .

This agreement contains statements concerning responsibility for providing equipment, material, fees, capital (money), and management, which will be necessary for the completion and final payment of each project

**THE STUDENT and/or OWNER DO AGREE TO THE FOLLOWING:**

1. Provide a neat and precise working drawing of each project prior to starting. The plans will include dimensions and material I.D. prior to starting the project.
2. Provide an accurate Bill of Materials of each project prior to starting.
3. Prior to the start of each project the student and/or owner will pay to the Agriculture Department no less than one-half of the estimated cost of the project. Also, at no time during the construction phase will the student and/or owner owe the Agriculture Department more than $400.00.
4. The student and/or owner must pay all material costs plus a 20% shop charge (to cover the use of equipment and costs of consumables), before projects are taken home.
5. If the owner is furnishing any or all of the materials, then the owner will supply copies of the receipts so that the Shop Fee may be determined (20% of the total project costs). If receipts are not supplied, then the Shop Fee will be based on the cost of materials as if the Agriculture Shop were to purchase them.
6. At no time will an incomplete project be allowed to be taken home unless special arrangements are made with the instructor. Incomplete projects are those which have not been completed to the satisfaction of the agricultural mechanics instructor.
7. Understand that unfinished projects of students who will not be returning the following year will become the responsibility of the owner to complete. These projects will be removed from the Agriculture Shop as soon as possible to allow room for future student projects.
8. All project account balances will be paid in full by June 15 of each year.
9. No project will leave the Agriculture Shop until all bills are paid in full.

**THE AGRICULTURE DEPARTMENT AGREES TO PROVIDE THE FOLLOWING:**

1. Use of shop space and equipment related to the planning and completion of the student’s Agriculture Shop projects.
2. Instruction and guidance throughout the duration of the project(s).
3. Evaluation of the student’s performance (grade).

**NOTES:**

1. Any changes or mistakes in the design and construction of the project will likely change the cost of the project. Students and/or owners are responsible for the final costs incurred from each project.
2. The Agriculture Department reserves the right to sell or disassemble any project which is not paid for and taken home within a 60 day period following the completion of the course in which the student is constructing the project(s). Incomplete projects will revert in ownership to the Agriculture Department and the student and/or owner will forfeit monies paid to that point.

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| --- | --- | --- | --- |
| Parent Signature: |  | Date: |  |
|  |  |  |  |
| Student Signature: |  | Date: |  |
|  |  |  |  |
| Instructor Signature: |  | Date: |  |
|  |  |  |  |
|  |  |  |  |
| Owner Signature: |  | Date: |  |
| Name (print): |  |  |  |
| Address: |  | Phone: |  |