

# Contract to participate in the: 2025-25 MONTANA FALL COLLEGE & CAREER FAIR TOUR, VIRTUAL EVENTS, and / or GUIDE ADVERTISEMENT

*Sponsored by the Montana Post Secondary Educational Opportunities Council*

## Terms of Contract

This agreement is made between The Montana Post Secondary Educational Opportunities Council Inc., hereinafter referred to as *the MPSEOC*, and the contracted institution, hereinafter referred to as *the Participant*. For the purpose of setting forth their respective rights and obligations relative to the college fairs and the Guide book sponsored by the MPSEOC, the parties agree to the following.

## Contract and Advertisement Deadline

Regular registration fees requires that the online contract **must be received on or before March 15, 2025**. If the Participant chooses to advertise in the Guide to Higher Education, the advertisement registration and payment must be submitted (as outlined in the *Parameters for Advertising*) **on or before March 15, 2025**. **Guide Advertisement Information will be collected in the summer of 2025. Guide information received after August 1, 2025 will be subject to an additional late fee of 15% of the total Guide fee.**

## Terms of payment

Payment of the amounts set forth **must be made by check or credit card**. This contract and online registration shall serve as an invoice and no separate invoice will be provided unless requested. Payments and online registration should be submitted **on or before the deadlines outlined above**.

### Checks

- Checks **should be made payable to: MPSEOC**
- Checks **should be mailed to:**

Amy Leary, MPSEOC Executive Director  
P.O. Box 7548  
Missoula, MT 59807

### Credit Card

- Credit card processing is done completely online at [www.MontanaTribalColleges.org](http://www.MontanaTribalColleges.org). This online process will enable you to choose your purchase, agree to this contract, and charge your card. A copy of your electronic invoice will be emailed to the address you submit. We strongly recommend that you print this for your own records at the time of purchase. The contracted institution is responsible for paying the credit card online processing fee rate at the time of the contract.
- If you have any questions, please contact the Executive Director: [amy.leary@montanacolleges.com](mailto:amy.leary@montanacolleges.com) or 406.531.3531.

***\*Tour and Guide Payments received before March 15, 2025 will pay the Regular Registration fee.***

***\*Tour and Guide Payments received after March 15, 2025 will be subject to a late fee of 15% of the total contracted Regular Registration fee.***

## Cancellation of contract and Failure to abide by terms of contract

The parties agree that this contract is not subject to cancellation. Any cancellation after the contract due date will result in the forfeiting of set fees listed. The Participant agrees that failure to comply with the Montana Code of Ethics for Admissions Professionals or to pay the sums set forth above may result in suspension of the Participant and its agents or representatives from any and all participation in current and future MPSEOC activities. Due to COVID-19, we have included an extended cancellation agreement on page 2.

## Actions relating to the contract

This contract shall be construed under the laws of the State of Montana and any action relating to this contract shall be instituted and prosecuted in the Justice or District Court of Missoula County, Missoula, State of Montana. Each party hereby waives the right to change of venue. If suit is brought by the MPSEOC for the recovery of any payment due under this contract or for breach of any provision of this contract, the Participant agrees to pay all costs in connection with suit, including reasonable attorney's fees, whether or not the suit proceeds to judgment.

## Notice

Any notice to be given under this Agreement shall be in writing and may either be served upon a party personally or served by registered or certified mail, return receipt requested. Such notice shall be directed to the party to be served at the address of the party set forth in this Agreement. A party wishing to change its designated address shall do so by notice in writing to the other party. Notice served by mail shall be deemed complete when deposited postage prepaid in the U.S. mail. Rejection or refusal to accept, or the inability to deliver because of changed address, of which no notice has been given, shall be deemed to be receipt of the notice.

## Interpretation

The provisions of this Agreement shall be deemed independent and severable, and the invalidity, partial invalidity, or unenforceability of any one provision or portion thereof shall not affect the validity or enforceability of any other provision herein.

## Amendment and Waiver

No alterations, modifications or additions to this Agreement shall be binding unless reduced to writing and signed by the parties to be charged therewith. No covenant, term or addition to this Agreement shall be deemed waived by MPSEOC and Participant unless such waiver shall be reduced to writing and signed by MPSEOC and Participant.

## Successors and Assigns

This Agreement shall bind and inure to the benefit of any successors and assigns of MPSEOC and any permitted assigns of the Participant.

## Event Cancellation

The parties agree that in the event of weather problems, natural disaster, or emergency situation that occurs after **March 15, 2025** that causes the event to be cancelled, there will be no refunds.

## Authority

Each individual executing this Agreement on behalf of Participant represents and warrants that he or she is authorized to execute and deliver this Agreement on Participant's behalf.

*This instrument embodies the whole agreement of the parties. There are no promises, terms, conditions or obligations other than those contained herein; this contract shall supersede all previous communications, representations, or agreements either verbally or written between the parties.*

*Please read these terms carefully.*

*If you have questions, please contact [Amy.Leary@MontanaColleges.com](mailto:Amy.Leary@MontanaColleges.com) or 406.531.3531.*