

ARE Pact 2018 – *Memorandum of Understanding*

Welcome to the ARE Pact program! In consideration of the services and programs you will receive during your participation in the program, you and the American Institute of Architects, San Francisco Chapter hereby agree to the following terms and conditions:

Program participant will:

- Register with AIASF for the ARE Pact 2018 and deposit a Pact Enrollment Fee of \$1000. Checks should be made payable to “AIA San Francisco”.
- PLEDGE TO COMPLETE ALL **ARE** DIVISION EXAMINATIONS REQUIRED FOR LICENSING BY NCARB by March 31, 2019.
- Acknowledge that the full Pact Enrollment Fee of \$1000 will be forfeited if member fails to meet the Pledge and complete all required divisions by the end of the Pact Year. Register for ARE division exams separately; exam costs are NOT included in the Pact Enrollment Fee.
- Participate in all Pact review classes and scheduled study sessions with assigned group.
- All ARE Pact 2018 participants must submit a copy of their NCARB transcript to AIASF by Tuesday, April 30, 2019. This proof of completion can be printed from the Exams page of your NCARB account and will be required by AIASF to determine the amount of Pact Enrollment Fee to be released.
 1. Pact 2018 will be offering a “2x2 Option”: a two-month extension to the Pact year to complete testing on remaining divisions for a \$200 non-refundable fee. Instead of forfeiting the full amount (\$1000) of the Pact enrollment, participants in the 2x2 alternative can push to finish the remaining divisions in the extra two months and be refunded 80% of the Enrollment Fee; there is a penalty of \$200 for not completing the tests by the end of the Pact Year. If still unable to complete testing on all required divisions by the extension date, the full amount of the Enrollment Fee will be forfeited.
 2. Individual extensions will be considered in the event of a family or medical emergency and will require AIA San Francisco’s written approval. The length of the extension will be determined by AIASF.

AIASF will provide:

- ARE Review Classes for all six ARE 5.0 divisions at AIA San Francisco;
- Coach-led assigned study groups;
- ARE study materials for the group;
- Administrative support from AIASF staff;
- End-of-year recognition for your achievements upon completion of the program.

By signing below, the parties to this Memorandum of Understanding (MOU) agree to all of the terms and conditions contained herein and have caused this MOU to be duly executed and delivered as of the date written below.

PARTICIPANT

Name [Printed] & Signature

Date

AMERICAN INSTITUTE OF ARCHITECTS, SAN FRANCISCO

Laura Ng, Membership Coordinator

Date: