



Elizabeth Moreland Consulting, Inc.

## Housing Credit Training Center *Unlimited Training Subscription Agreement*

This Subscription Agreement provides the Customer with unlimited ability to enroll employees of its company as Registered Users and unlimited ability to register these users in the core courses contained in the *Housing Credit Online Training Center* while the Customer's account is activated. A Customer keeps its account activated by paying the agreed upon amount as indicated by the Customer's selected Payment Option.

By signing this Agreement, the Customer agrees to the following:

1. **Administration of Account:** The Customer receives the ability to use the *Automatic Staff Training System* or self-administer its enrollments and registrations to specific courses. The Customer also receives access to the report functions that allow the Customer to monitor its activity, enrollments and registered students' progress through the selected courses. These enrollments and registrations are unlimited in number, however are limited to the employees of the Customer's Company. The Client must assign one staff member as Group Administrator who will be the main contact for the account & will be the individual given access to the administrator functions. Elizabeth Moreland Consulting, Inc. must be notified if changes to the selected Administrator are required.
2. **Non-Core Courses:** This Agreement gives the Customer unlimited access to the core courses contained in the Course Catalog and the online newsletter known as *The Compliance Monitor—Online Newsletter Archive*. Additional courses – core and non-core – will be added on a regular basis. Customer will have access to core courses added any time while the Customer's account is active. Non-core courses are not part of this Agreement. Customer must pay separately for these courses or forums. An example of a non-core course is the *NCP Professional Development Center*.
3. **Subscription Fee & Payment Options:** The Annual Subscription Agreement is \$7995.00 per year; however slight variations in this price may occur based on the Customer's selected Payment Option due to the increased administrative time involved with maintaining the account. Customer must select from the following Payment Options:
  - a. **Monthly Auto-Pay Credit Card:** \$699 per month. This subscription option grants Elizabeth Moreland Consulting, Inc. automatic monthly authorization to process the Customer's provided credit card number each month. Customers who select the Authorized Credit Card Subscription option will receive an email receipt of the transaction. These monthly payments will be processed until the Customer cancels its Account. To activate the Account, the Customer must submit the first monthly payment with the submission of this Agreement.

- b. **Monthly Auto-Pay Mailed Payment:** \$699 per month. Customers who select this payment option agreed to automatically mail its payment without reminder to Elizabeth Moreland Consulting, Inc. each month via check or credit card. Mailed payments are due in Elizabeth Moreland Consulting, Inc. on or before the monthly anniversary date of this signed agreement. Customers whose payments due not arrive by this anniversary date will be billed \$799 to keep the account active. To activate the Account, the Customer must submit the first monthly payment with the submission of this Agreement. Checks should be payable to Elizabeth Moreland Consulting, Inc.
  - c. **Monthly Invoiced Payment:** \$799 per month. Customers who select this option will receive a single invoice each month in the amount of \$799. To activate the Account, the Customer must submit the first monthly payment with the submission of this Agreement. The remaining payments will be invoiced. A single invoice will be sent to the Customer 15 business days before the start of a new month and must be paid in full no later than the beginning of the next month to keep the Account active. A single invoice will be sent to the Customer monthly until the Account is canceled. Checks should be payable to Elizabeth Moreland Consulting, Inc.
  - d. **Annual Payment:** \$7995.00 per year. Customers who select this option desire to pay their entire annual subscription in full and will enclose the entire amount of \$7,995.00 with the submission of this Agreement. Customer accounts with this payment option selected will expire 12 month from the activation of the account. Such accounts can be renewed at any time by contacting Elizabeth Moreland Consulting, Inc. office. Checks should be payable to Elizabeth Moreland Consulting, Inc.
4. **Delinquent Accounts:** A Customer's Subscription that becomes more than thirty (30) days delinquent shall be deactivated. No *Housing Credit Training Center* services will be provided until the account becomes current. The Subscription will be reinstated as soon as the account balance is fully paid. Elizabeth Moreland Consulting, Inc. reserves the right to permanently suspend a Subscription if the account is regularly delinquent or in arrears by more than ninety (90) days. All reasonable attorney's fees and court costs incurred in the collection of this Agreement shall be the responsibility of the Customer.
5. **No Risk Guarantee:** In the first 60 days, if the Customer desires to close its Account, the Agreement will be voided, the Customer will be reimbursed the full amount of money remitted towards the Subscription and Registered User accounts will be immediately deactivated. Customer's notice must be received by Elizabeth Moreland Consulting, Inc. in the first 60 days from activation of the account to be eligible for this guarantee.
6. **Cancellation Policy:** After the initial 60 days, the Customer may cancel its subscription at any time. Payments received will not be reimbursed except if payment is received for future months after notice of cancellation is received. Account will be immediately deactivated upon such cancellation notice.

7. **Guaranteed Price Policy:** The Customer's Subscription Fee is guaranteed for 12 months from the date of this agreement. Elizabeth Moreland Consulting, Inc. will provide the Customer 30 days' notice of any change in the Subscription Fee after the end of the original agreement period.
8. The Customer acknowledges that Elizabeth Moreland Consulting, Inc. do not guarantee tax credits nor act as the Customer's attorney, agent, employee or representative. The Customer further acknowledges that any information, documentation or opinion provided through the *Housing Credit Training Center* is not legal advice.

# Housing Credit Training Center

## *Unlimited Training Subscription Agreement*

### *Subscriber Information*

**Company:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**City, State, Zip:** \_\_\_\_\_  
**Phone #:** (            ) \_\_\_\_\_  
**Fax #:** (            ) \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Group Administrator:** \_\_\_\_\_

### *Account Activation Information (Select ONLY ONE)*

- Activate my account IMMEDIATELY!  
 We are taking advantage of your offer but are swamped, so activate my account on: \_\_\_\_\_

### *Payment Options (Select ONLY ONE)*

- Monthly Auto-Pay Credit Card:** I authorize you to automatically process my credit card for the initial payment of \$699 and each month thereafter in the amount of \$699 until I tell you to stop.
- Monthly Auto-Pay By Mail:** I have included my initial payment of \$699 and will automatically mail my monthly payments of \$699 so each arrives in Elizabeth Moreland Consulting, Inc.'s office on or before the first of the month. If my payment is late, I understand that I will be invoiced in the amount of \$799 and that accounts that are in arrears 30 or more days will be deactivated.
- Monthly Invoice:** I have included my initial payment of \$799 and want to receive a single invoice each month in the amount of \$799. I understand I will only receive 1 invoice and that it will be sent to me 15 business days prior to its due date and that my payment must be in Elizabeth Moreland Consulting, Inc.'s office on or before the specified due date to keep my account activated.
- Advanced Pay:** I have enclosed payment for the 12-month subscription in FULL in the amount of \$7,995.00

### *Payment Method (Select ONLY ONE)*

- Check:** (Payable to Elizabeth Moreland Consulting, Inc.)
- Credit Card:**       Visa       MasterCard       AmEx      **Amount:** \$ \_\_\_\_\_  
**Card #:** \_\_\_\_\_      **Exp. Date:** \_\_\_\_\_  
**Name on Card:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_

I agree to the terms and conditions of the Unlimited Training Subscription Agreement & the selections I made above.

**Signature of Authorization:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Print Name of Authorizer:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Fax:** (800) 466-5689  
*with credit card payment.*

**Mail:** 6907 University Avenue, Suite 196, Middleton, WI 53562  
*with check or credit card information.*