

**UNIVERSITY OF PENNSYLVANIA  
STATEMENT OF BUSINESS CONNECTION**

This agreement dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between the University of Pennsylvania, a not-for-profit institution of higher education organized under the laws of the Commonwealth of Pennsylvania having its principal address at 3451 Walnut Street, Philadelphia, Pennsylvania 19104 (hereinafter referred to as the University), and \_\_\_\_\_, whose address is \_\_\_\_\_, (hereinafter referred to as Student/Trainee).

**RECITALS**

The University desires to obtain representation from the Student/Trainee and the Student/Trainee has agreed to provide representation and has agreed to provide the representation on the terms and conditions set forth in this Agreement.

Now, therefore, in consideration of the faithful performance of the obligations set forth herein and other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, the University and the Student/Trainee hereby agree as follows:

1. Scope of Work. The Student/Trainee will promote the business objectives of the University and/or consult with and advise the University on matters and/or perform representation relating to the following (*provide full detail of scope of assignment*)  
\_\_\_\_\_.

2. Time Devoted to Assignment. In the performance of the Representation, the amount of time devoted by the Student/Trainee on any given day will be entirely within the Student/Trainee's control, and the University will rely on the Student/Trainee to put in such number of hours as are necessary to fulfill the requirements of this Agreement.

3. Reimbursement of Expenses. Student/Trainee shall be entitled to reimbursement from the University of certain approved out-of-pocket expenses in accordance with the accountable plan reimbursement policies of the University. In this regard, any approved expenses reimbursed by the University to Student/Trainee must be for a business purpose and must be adequately substantiated. Further, any excess reimbursements must be returned to the University in accordance with the University's accountable plan policy.

4. Term. The term of this Agreement shall commence on the date it is executed by the last to sign and shall continue through \_\_\_\_\_, 20\_\_\_\_, unless terminated by either party for any reason.

5. Status of the Student/Trainee. The University and Student/Trainee intend that the relationship established between them pursuant to this Agreement shall be that of Professor/Trainer and Student/Trainee. The manner and means of conducting the assignment are under the sole control of the Student/Trainee. Student/Trainee will be solely and entirely responsible for his/her acts during the performance of this contract.

6. General. This Agreement shall be interpreted in accordance with the laws of the Commonwealth of Pennsylvania. This Agreement constitutes the entire agreement of the parties with respect to the matters addressed herein and no modifications of this Agreement shall be enforceable unless in writing signed by both the University and Student/Trainee.

**TRUSTEES OF THE UNIVERSITY OF PENNSYLVANIA**

**STUDENT/TRAINEE**

by: \_\_\_\_\_  
(Business Administrator)

by: \_\_\_\_\_  
Last 4 digits of Social Security Number or  
Federal Tax Identification Number:

by: \_\_\_\_\_  
(Dean, Chairperson or Director)

\_\_\_\_\_