



StudentTracker Agreement For Postsecondary Educational Institutions

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, National Student Clearinghouse, a not-for-profit corporation organized under the laws of Virginia (“Clearinghouse”) and the undersigned educational institution or entity representing one or more educational institutions (“Institutional Requestor”) agree as follows:

1. The Clearinghouse provides a central repository for student enrollment data for postsecondary educational institutions that have appointed the Clearinghouse as their agent for purposes of reporting the enrollment status of their students under Federal student loan programs in accordance with the Core Service Agreement. Postsecondary educational institutions that have entered into the Core Service Agreement with the Clearinghouse are eligible to enter into this StudentTracker Agreement (“Agreement”) as “Institutional Requestors.” The Clearinghouse also acts as a central repository for the verification of degrees awarded by educational institutions that have appointed the Clearinghouse as their agent for purposes of reporting academic achievements of their alumni to eligible third parties.
2. The Institutional Requestor may submit lists of its current or former students, or applicants for admission who did not enroll and attend as students, (“StudentTracker Request Files”) in order to obtain data on the enrollment and academic achievements of these individuals at other postsecondary institutions prior to, concurrently with, or subsequent to the individual's enrollment or application with the Institutional Requestor. The Institutional Requestor agrees that it will submit its StudentTracker Request Files electronically and that they will contain the data elements and configuration reasonably required by the Clearinghouse. Alternatively, the Institutional Requestor may query StudentTracker on-line for these purposes following procedures reasonably required by the Clearinghouse.
3. The Clearinghouse will promptly compare a StudentTracker Request File with its enrollment database and report to the Institutional Requestor, subject to the eligibility requirements outlined in this Agreement, data on the enrollment and academic achievements of students that were provided to the Clearinghouse by other postsecondary institutions.
4. In consideration of the services provided by the Clearinghouse under this Agreement, Institutional Requestor agrees to pay the Clearinghouse a fee in accordance with the Clearinghouse’s published Schedule of Fees for Schools. The Clearinghouse agrees to provide the Institutional Requestor with ninety (90) days prior written or electronic notice of any increase in the fee for this service. The Institutional Requestor agrees to submit payment of applicable fees within thirty (30) days of receipt of a bill from the Clearinghouse.
5. The Clearinghouse uses its best efforts to review, interpret, and follow publicly disseminated guidance on FERPA in the development and operation of StudentTracker and provides for the release of only unblocked directory information unless FERPA authorizes release without consent. The Institutional Requestor is solely responsible for its compliance with FERPA, and the Clearinghouse is not liable for any errors or omissions by the Institutional Requestor in using StudentTracker that may give rise to FERPA violations. Both the Clearinghouse and the Institutional Requestor agree to comply with all applicable Federal, State, and local statutes, regulations, and other requirements pertaining to the security, confidentiality, and privacy of information maintained by the Clearinghouse.

6. If applicable, the Institutional Requestor agrees to use a separate Clearinghouse Secure Web Service Agreement to obtain a user name and password for each individual who wishes to obtain access to the Clearinghouse's secure Web site under the auspices or on behalf of the Institutional Requestor ("Authorized Personnel").
 - a. The Institutional Requestor agrees to take reasonable steps to ensure that Authorized Personnel do not share their user names and passwords with other individuals or entities. The Institutional Requestor agrees further to contact the Clearinghouse immediately to cancel the user names and passwords assigned to personnel who are no longer authorized to obtain access to the Clearinghouse's secure Web site.
 - b. The Institutional Requestor agrees to designate appropriate access types for Authorized Personnel in accordance with their official and actual institutional responsibilities and to ensure that they use the Clearinghouse's secure Web site only for the purposes specified by the access type selected for use.
 - c. The Institutional Requestor understands and agrees that the Clearinghouse monitors the use of its secure Web site to help ensure that Authorized Personnel use access types solely for their specified purposes. The Institutional Requestor agrees further that the Clearinghouse may send a copy of any completed Secure Web Service Agreement to the primary contact designated in this Agreement and/or the signatory to its Core Service Agreement.
7. If the Institutional Requestor represents one or more educational institutions ("Affiliates"), all representations, conditions and terms outlined in this Agreement apply to each Affiliate. The Institutional Requestor agrees to submit a listing of Affiliates, if any, attached to this Agreement upon execution and return of the Agreement to the Clearinghouse.
8. The Institutional Requestor and each of its Affiliates, if any, agree to adhere to the following requirements as a condition of their eligibility to use StudentTracker:
 - a. Execution of a revised (1999) Core Service Agreement, including Attachment I;
 - b. Programming data block indicators ("DBIs") for all current data submissions and submission of historical DBIs for all students for whom the Institutional Requestor submitted enrollment data to the Clearinghouse prior to programming DBIs for current data submissions; and
 - c. Remaining in active status for purposes of data submissions under the Core Service Agreement.

If the Institutional Requestor, or any of its Affiliates, ceases to fulfill each of the eligibility requirements above, this Agreement is suspended with respect to StudentTracker requests related to that Institutional Requestor or Affiliate, until the requirements are met.

To be eligible to receive information on the degrees and academic achievements of students at other institutions, the Institutional Requestor and its Affiliates, if any, must be participants in the Clearinghouse's degree verification service. If the Institutional Requestor, or any of its Affiliates, is not or ceases to be a participant in the Clearinghouse's degree verification service, no degree data will be included in StudentTracker response files with respect to the non-participating Institutional Requestor or Affiliate.

9. The Institutional Requestor agrees to acknowledge in all internal and external reports, presentations, publications, press releases, and/or research announcements that utilize StudentTracker data that the source of the data is the StudentTracker service from the National Student Clearinghouse.

10. The Institutional Requestor agrees to provide all notices to the Clearinghouse under this Agreement to:

National Student Clearinghouse
2300 Dulles Station Boulevard, Suite 300
Herndon, VA 20171
Attn: Vickie Graham, Contract Administrator
Electronically: graham@studentclearinghouse.org
Fax: 703-742-4234

11. The Clearinghouse agrees to provide all notices under this Agreement to the Institutional Requestor to the signatory and address below unless otherwise instructed in writing by the Institutional Requestor. The Clearinghouse considers the signatory to this Agreement as its primary contact for all operational and systems issues related to StudentTracker unless otherwise instructed in writing by the Institutional Requestor.

12. This Agreement may be modified by written, mutual agreement of the parties and remains in effect until terminated by either party by providing thirty (30) days written notice to the other party.

NATIONAL STUDENT CLEARINGHOUSE

_____	Institution	
Signature	_____	
	OPEID (leave blank if unknown)	
Ricardo D. Torres	_____	
Print Name	Signature	Date
_____	_____	
President	Print Name	
Title	_____	
_____	Title	
Date	_____	
	Street Address	
www.studentclearinghouse.org	_____	
	City/State/Zip	

	Telephone	

	Email	

Your Service Implementation Contact

If we should contact someone else at your institution other than the contract signee to initiate your service, please provide his/her name and contact information below.

_____	_____	
Name (please print or type)	Title	
_____	_____	
Telephone	Email	