

# **Commonwealth Institute of Funeral Service**

## **Agreement of Affiliation**

**Between Commonwealth Institute of Funeral Service (CIFS)**

**And**

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**(Funeral Establishment)**

With this Agreement, CIFS and the Funeral Establishment agree to share common goals of education and desire to establish and maintain a cooperative relationship for the purpose of providing educational experiences for students enrolled in the AAS Degree program.

CIFS and the Funeral Establishment will provide a program of education and training that requires facilities, equipment, services, and personnel appropriate for students to obtain necessary lab/clinical training experiences in a funeral establishment setting.

### **Indemnity and Liability**

CIFS agrees to hold harmless and indemnify the Funeral Establishment, its officers, agents, employees, and representatives against all claims of loss, damage, injury, or death during the performance of its obligations under this agreement. CIFS is not liable for students while under the direct, physical instruction of the Funeral Establishment.

Funeral Establishment agrees to hold harmless and indemnify CIFS, its officers, agents, employees, and representatives against all claims of loss, damage, injury, or death during the performance of its obligations under this agreement. The Funeral Establishment is liable for students while under their direct, physical instruction.

## **Joint Responsibilities**

Either party may withdraw a student from the off-site labs at the Funeral Establishment. The Funeral Establishment has the right to take immediate action to suspend a student's participation if the student's conduct threatens the safety of clients, visitors, or staff. For other concerns about student performance, the Funeral Establishment agrees to notify the student and CIFS of the concerns. CIFS may suspend a student's participation if the student withdraws, has their enrollment terminated, or began their off-site labs under false or misleading pretenses.

The student is a participant in an educational program and, for purposes of this Agreement, may or may not be considered an employee of the Funeral Establishment. Neither party shall have the responsibility for compensation or other benefits to the student unless an employment relationship exists outside of this agreement. If the Funeral Establishment provides employment, housing/boarding, or other benefits to the student in addition to the educational training experience, then the Funeral Establishment acknowledges that those responsibilities exist outside of this agreement.

Neither CIFS nor the Funeral Establishment shall discriminate on the basis of race, religion, creed, color, sex, national origin, disability, age, marital status, public assistance status, veteran status, or sexual orientation.

It is specifically agreed that neither party shall be responsible for costs or expenditures incurred by the other in the conduct of the clinical education and training program.

Nothing in this Agreement is intended or should be construed as creating the relationship of copartners, joint venturers, or an association between the parties, nor shall either party, its employees, agents, students or representatives be considered employees, agents, or representatives of the other party.

## **CIFS Responsibilities**

CIFS shall assume overall responsibility for the student's educational experience. This includes furnishing students and the Funeral Establishment with the policies, procedures, and requirements of off-site labs.

CIFS holds responsibility for the assignment of any grades, if applicable, earned as a result of the off-site labs.

CIFS shall be responsible for the recordkeeping involved. This includes all documentation, forms, and case reports.

CIFS must perform an inspection of the Funeral Establishment facilities prior to the start of any educational activities. Such inspection can be in-person or virtual. Additionally, CIFS must train any and all preceptors of the Funeral Establishment. Training will include the knowledge base and competencies required to evaluate and certify student lab completion.

## **Funeral Establishment Responsibilities**

The Funeral Establishment shall assume full responsibility for the services rendered to its clients. It is understood that individual client services are not controlled, supervised, or paid for by CIFS, and CIFS does not derive revenue from Funeral Establishment.

The Funeral Establishment agrees to provide educational experiences for students that will help enable them to develop the skills necessary to become competent practitioners in funeral service. In this regard, the Funeral Establishment will provide the equipment, facilities, supplies, and services necessary to meet the objectives and requirements of the AAS Degree program.

Preceptors at the Funeral Establishment must be trained by CIFS. Trained preceptors are responsible for instruction, supervision, and evaluation of students. This instruction and supervision will emphasize high standards of ethical conduct in all aspects of funeral service. Funeral Establishment preceptors agree to provide written evaluation, on documents provided by CIFS, of student performance.

To the extent the Funeral Establishment provides employment or housing/boarding to CIFS students, the Funeral Establishment acknowledges that such opportunities are separate from the educational training experience. CIFS has no role, responsibility, or control over these arrangements. The Funeral Establishment further acknowledges that it has full legal responsibility for any employment or housing/boarding relationships with CIFS students.

The Funeral Establishment must hold and maintain licensure by the appropriate authorities, and its facilities must be of sufficient size to offer adequate learning space. Additionally, the Funeral Establishment's facilities must satisfy all federal, state, and local regulations.

### **Duration of Agreement**

This agreement shall be effective as of the date of execution and shall remain in effect for a duration of three (3) years. It may be interrupted or terminated by either party after sufficient notice is given. Interruption or termination of this agreement may be a result of academic withdrawal of the student, disciplinary termination of the student (by either party), change in student's employment status, or other factors deemed relevant by either party.

## Agreement of Affiliation

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### **Commonwealth Institute of Funeral Service**

Representative printed name: \_\_\_\_\_

Representative signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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### **Funeral Establishment**

Funeral Establishment name: \_\_\_\_\_

Representative printed name: \_\_\_\_\_

Representative signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_