



# ND FARM MANAGEMENT EDUCATION PROGRAM ENROLLMENT AGREEMENT

North Dakota Department of Career and Technical Education



Name of Enrollee(s)	Local Educational Agency (LEA) & Location	Year

This agreement is entered in to by the enrollee(s), educational agency and year named above.

- I. As an enrollee in the ND Farm Management Education Program, the farm operator agrees to:
1. Set aside time for on-site instruction.
  2. Keep the accounts complete and up to date, including:
    - inventories
    - cash receipts and disbursements
    - non-farm assets and investments
    - household and personal expenses
  3. Submit the records for analysis by the end of February each year.
  4. Pay tuition and fees as billed.
- II. The ND Farm Management Education Program agrees to provide the following to the ND Farm Management Education Program enrollees:
1. Regularly schedule individualized instruction sessions, -- 4-6 sessions per year.
  2. The Farm Account book and other necessary materials.
  3. Instruction and assistance in:
    - establishing beginning inventories and beginning entries
    - closing the accounts for analysis
    - income tax planning
    - crop and livestock enterprise planning
  4. Check the enrollee's accounts for accuracy and completeness during the instructional session.
  5. Provide the enrollee with a complete analysis of the enrollee's farm business done by the instructor and discuss with the enrollee the results of this analysis as to how it may be used to further improve their farm business.
  6. Submit the enrollee's data to the analysis center where it may be used to prepare local, regional, and state averages. That data may be used for statistical and research purposes. Any data used for research may be released in a manner which will not permit its identification with a particular enrollee.
  7. Keep discussions pertaining to the individual enrollee's business on a strictly confidential basis except to the extent indicated above in II. 6.

Enrollee Signature	Date
Enrollee Signature	Date
Instructor Signature	Date

Fees & Tuition Received On	By

This agreement will stay in effect until terminated by either party.