

University of Houston College of Architecture and Design Program Participation Agreement and Request

This is an agreement that _____ (Participant) will be participating in
_____ (Description of work) for during the period of
_____ (dates) under the supervision of _____ (Supervisor).

For your participation, you will receive a stipend of \$_____ for fulfilling the responsibilities and duties as disclosed and outlined in the Program and for milestones set by your Supervisor.

- Participant understands that in order receive a stipend for participation; I must not owe debt to the University of Houston or the State of Texas.
- Participant, please check one box:
 - I will be working at the University of Houston during a part of this program.
 - I will not be working at the University of Houston during any part of this program.
- Disbursement of your stipend will be made following the receipt of your fully completed foreign national addendum form, vendor setup and direct deposit setup, and W-9 or W-8 BEN (dependent on your citizenship).
- Participant understands that this agreement is effective only after approval of the “Administrator” below.
- A copy will be supplied to all parties involved upon execution of this agreement.

Participant approval to terms listed above

Date

Supervisor _____ Date: _____

OFFICE USE ONLY

Cost Center ST: _____

No Financial Hold with UH date: _____

Initials _____

Vendor not on hold (<http://ecpa.cpa.state.tx.us/vendor/tpsearch1.html>): _____

Initials _____

Administrator approval: _____ Date: _____