

Contract Development Checklist

Please ensure that the following items have been completed as part of the contract preparation process.



Pre-Contract

Course or programme has been through appropriate internal and external approval process.

A current Ara Institute of Canterbury Ltd Contract format is used and any changes agreed by Chief Financial Officer.

Costing/Pricing has been approved by Chief Financial Officer.

Contract has been reviewed by Senior Manager/Academic Manager.

Registry know when, and if, large numbers enrolment forms are expected.

Contract has clear start and end dates.

Process

Purpose/rationale/philosophy is clear and agreed by both parties.

Period of the contract has been clearly defined, including any rights of renewal.

Confirmation has been obtained from Finance Division that any liabilities resulting from a breach of contract would be covered by Ara Institute of Canterbury Ltd insurance.

Contract contains a clause detailing process for disputes resolution.

Any related parties have been disclosed.

Contract contains a clause that discusses each parties liability under the contract for non-performance or breach.

Any conflicts of interest have been identified and disclosed.

The pricing is clear and unambiguous.

If "contract for service" then confirmation has been obtained from HR that this is not an employment contract.

The GST status of the contract is clearly disclosed.

Internal Business owner has been clearly identified and agreed.

Health and Safety issues have been addressed if appropriate.

TEC has given approval if this is a subcontract for government funded students.

Post Contract

Retain original in secure place in Division.

Copy to Finance who will arrange copy to go on Canonfile in Executive.

Structure and Presentation