



**Internal Consulting Course Agreement (16-week)
Between GovernanceMatters.com Inc. and Internal Consultants**

GovernanceMatters.com Inc. (GM) agrees to provide:

1. An Orientation to the Course on site or via email and Zoom
2. A course of training for the preparation of the internal consultants to offer in-house consulting services
3. An e-Learning (email) course of 16 modules as outlined and scheduled in the Course Curriculum
4. Responses to each assignment to each internal consultant
5. Email support to each internal consultant during the course
6. Ongoing training at additional cost, if the internal consultant leaves the group but wishes to complete the course independently

Consultant-in-training agrees to:

1. The terms of the contract and its appendices
2. The Certified Internal Consultant/Governance Matters.com Inc. Relationship Description
3. Submit course assignments within seven days of receiving each module or as negotiated in writing between GM and the entire class
4. Leave the course without further training or financial obligations of GM under the following conditions. The internal consultant returns an assignment:
 - More than 7 days late three times on any three modules
 - More than 14 days late two times on any two modules
 - More than 21 days late once.
5. Provide additional funding in advance, if the internal consultant chooses to continue the course independently.

Each party in this agreement agrees to the terms of the above Internal Consulting Course Agreement, the Certified Internal Consultant/Governance Matters.com Inc. Relationship Description.

Governance Matters.com Inc

Internal Consultant

Signature

Signature

Date

Date