

Memorandum of Understanding (MOU)

**Faith Bible College International (FBCI)
and
Eastern Maine Community College (EMCC)**

1. Purpose

This Memorandum of Understanding (MOU) establishes a collaborative relationship between Faith Bible College International (FBCI) and Eastern Maine Community College (EMCC) to promote awareness of EMCC programming and to provide access to workforce training programs and other academic opportunities for FBCI students.

2. Scope of Collaboration

FBCI will promote EMCC short-term workforce programs. EMCC will provide marketing materials and provide on-site and/or online information sessions.

3. Academic Credit and Program Applicability

Participation in EMCC workforce programs does not constitute FBCI academic credit, transfer credit, degree requirement completion, financial aid eligibility, or guaranteed application to an FBCI program unless separately approved in writing by FBCI.

4. Enrollment Process

Students complete the EMCC Workforce Interest Form and indicate 'FBCI' in the Notes/Questions section. An EMCC workforce navigator will follow up with the applicant with details when program dates are set and guide applicants through any enrollment requirements. Eligibility requirements may differ between programs and will be fully discussed with students prior to enrollment.

5. Student Release for Enrollment and Completion Updates

If FBCI desires to receive student-specific updates regarding enrollment or completion of an EMCC program, the student must first complete a written release authorizing EMCC to share that information with FBCI.

6. Student Information Shared with FBCI

With written student consent, EMCC may provide FBCI with limited updates regarding the student's enrollment status, program participation, and program completion. No additional

student information will be shared unless authorized by the student or permitted by applicable law.

7. Financial Resources

EMCC agrees to provide information regarding financial assistance, including grant-funded training opportunities. Most short-term workforce programs are fully grant funded through the Alford Center for the Advancement of Maine's Workforce and are offered at no cost to students.

8. Points of Contact

Questions may be directed to EMCCworkforce@mainecc.edu or academics@faithbci.org

9. Responsibilities

FBCI promotes and informs students. EMCC provides information, support, and outreach.

10. Suggested Promotional Language

"Faith Bible College International is partnering with Eastern Maine Community College to connect students with short-term workforce training opportunities. Interested students should complete the EMCC Workforce Interest Form and indicate 'FBCI' in the Notes/Questions section. An EMCC workforce navigator will follow up with additional details once programming schedules are confirmed. Grant-funded opportunities may be available for eligible participants through the Alford Center for the Advancement of Maine's Workforce."

11. Use of Institutional Names, Logos, and Marketing Materials

Neither institution may use the other institution's name, logo, seal, or branding in promotional materials beyond approved language without prior written approval from the other institution.

12. Data Privacy

Each institution shall protect student information in accordance with applicable federal and state privacy laws and institutional policies. To the extent FERPA applies to either institution, that institution shall comply with FERPA. FBCI will not request, and EMCC will not disclose, personally identifiable student education records unless the student has provided written consent or the disclosure is otherwise permitted by applicable law. FBCI agrees to handle any student information it receives in a manner consistent with FERPA privacy principles and FBCI institutional policy.

13. Term of Agreement

This MOU shall remain in effect for three years from the date of the final signature unless terminated earlier in accordance with the terms of this agreement. The MOU may be renewed by mutual written agreement.

14. Termination

Either party may terminate this MOU with written notice. Students already enrolled in an EMCC program at the time of termination may continue in that program subject to EMCC policies, program requirements, and funding availability.

15. Non-Binding Agreement

This MOU reflects a collaborative understanding between the institutions and does not create a legally binding contract, financial obligation, partnership, joint venture, or agency relationship. Each institution remains responsible for complying with its own policies and any laws or regulations applicable to it.

Signatures

Faith Bible College International

Eastern Maine Community College

Name: Michael French

Name: Kim Wilson-Roy

Title: Dean of Academic Affairs

Title: Dean of Workforce & Prof. Solutions

Signature: 

Signature: 

Date: 7/20/26

Date: 7/20/26