



University
of Houston
Clear Lake

UHCL Employee Discount Program Rules and Regulations

A. Rules and Regulations Statement

It is the practice of the University of Houston-Clear Lake to permit certain designated providers to offer their products and services to University of Houston-Clear Lake employees at a discounted rate under the provisions of an employee discount program.

B. Scope

These rules and regulations apply to all University of Houston-Clear Lake employees.

C. Definitions

Provider is defined as an eligible business entity that is in compliance with applicable University of Houston-Clear Lake Rules and Regulations, policies, and state laws including certification and licensing requirements applicable to the provisions of a particular service or product.

Discount Rate is defined as a discount rate established by a provider that will give employees a meaningful (minimum of ten percent) point-of-sale discount off the retail price of selected goods and services during normal business hours upon the presentation of reasonable evidence of University of Houston-Clear Lake employment. This may be by a valid employee identification card or other reasonable evidence of University of Houston-Clear Lake employment when purchasing a product or service.

D. Procedures for Participation as a Provider

1. The UHCL Employee Discount Program will be administered via the Internet at <http://www.uhcl.edu/hr>Work/Life>UHCLEmployeeDiscountProgram>.
2. Application for participation as a provider will be made on the approved Business Request to Participate Form.
3. Interested providers must complete the Business Request to Participate Form describing their products or services, the proposed discount rate, and all other requested information.
4. Once completed, the Business Request to Participate Form is reviewed by the Coordinator, Work/Life Services to determine compliance with provisions of the UHCL Employee Discount Program.
5. If the provider's request is denied, the provider will receive appropriate notification.
6. If approved, the Coordinator, Work/Life Services will authorize the provider's information to be displayed on the University of Houston-Clear Lake's Employee Discount Program Web site.

E. Participation Guidelines for Employees

University of Houston-Clear Lake's Employee Discount Program Web site and all information concerning the Employee Discount Program will contain a link to these rules and regulations and the following disclaimers:

1. Employees of the University of Houston-Clear Lake are encouraged to compare prices, services, and products before personally purchasing and/or personally entering into any purchasing agreement with the provider.
2. Employees must discuss directly with the provider any questions or concerns that they have with the provider's products or services.
3. Participation by an individual or a business in the UHCL Employee Discount Program does not constitute an endorsement by the University of Houston-Clear Lake of the individual or business or the products or services offered by the participating provider.
4. Inclusion of a product or service in the UHCL Employee Discount Program is not a guarantee or representation by the University of Houston-Clear Lake of the quality or performance of a product or service.
5. University of Houston-Clear Lake is not responsible for any disputes arising between a participating provider and an employee as the result of an agreement or transaction entered into between such a provider and the employee.
6. Services and products of the UHCL Employee Discount Program do not constitute compensation to employees.
7. Products and services of the UHCL Employee Discount Program are available on the same basis to all employees of the institution.
8. Specific products and services, as well as the UHCL Employee Discount Program itself, are subject to discontinuation at any time.

F. Provider Eligibility and Responsibilities

The Provider Shall:

1. Require the employee to present a valid employee identification card or other reasonable evidence of University of Houston-Clear Lake employment when the employee purchases the product or service.
2. Provide a valid physical mailing address and telephone number.
3. Agree to keep its Web site information up to date if it uses a Web site to communicate information to employees regarding prices, products, services, and dates discount(s) is offered.
4. Immediately notify the Coordinator, Work/Life Services in writing regarding any discount items that are discontinued or withdrawn.
5. Comply with applicable University of Houston-Clear Lake's Rules and Regulations, policies, and state law including any licensing or certification requirements applicable to the provisions of a particular service.
6. Not use the University of Houston-Clear Lake's logos or seals or otherwise imply that participation in the UHCL Employee Discount Program is an endorsement of the provider's product by the University of Houston-Clear Lake.

G. No Contract, Agent Relationship, Legal Duty, or Liability

A provider's participation in the UHCL Employee Discount Program does not constitute or create a contract or an agent relationship between the provider and the University of Houston-Clear Lake and participation as a discount service or product provider is separate and distinct from the provision of any services through a vendor contract with the University of Houston-Clear Lake.

H. Cancellation of Products or Services

1. University of Houston-Clear Lake may discontinue the Employee Discount Program or discontinue a provider's participation in the program at any time without advanced notice.
2. The provider may discontinue participation in the UHCL Employee Discount Program at any time upon written notice to the University of Houston-Clear Lake.
3. Products and services offered through this program do not constitute compensation to eligible employees.



University of Houston Clear Lake

Agreement of Participation

By accepting this agreement, Provider or the authorized agent of Provider (collectively "Provider") acknowledges that Provider has read the University of Houston-Clear Lake's Employee Discount Program Rules and Regulations and agrees that:

- The discount provided by the Provider through the UHCL Employee Discount Program represents an actual discount of the price of the goods and services normally offered by the Provider to the general public;
- Provider's participation in the UHCL Employee Discount Program does not constitute or create a contract or an agent relationship between the Provider and the University of Houston-Clear Lake and participation as a discount service or product provider is separate and distinct from the provision of any services through a vendor contract with the University of Houston-Clear Lake;
- University of Houston-Clear Lake may discontinue the UHCL Employee Discount Program at any time or discontinue a Provider's participation in the program;
- University of Houston-Clear Lake may revise or modify the program at any time without advance notice;
- Provider must complete and submit a Business Request to Participate Form in order to become a vendor in the UHCL Employee Discount Program.
- Provider will require the employee to present a valid employee identification card or other reasonable evidence of University of Houston-Clear Lake affiliation when the employee purchases the product or service;
- Provider will keep its Web site information up to date if it uses a Web site to communicate information to employees regarding prices, products, services, and dates discount(s) is being offered;
- Provider will immediately notify the UHCL Employee Discount Program Coordinator regarding any discount items that have been discontinued or withdrawn;
- Provider will not disclaim knowledge of or responsibility for the authenticity or legality of his/her/its product or service;
- Provider will comply with applicable University of Houston-Clear Lake's Rules and Regulations, policies, and state and federal law including any licensing or certification requirements applicable to the provisions of a particular product and/or service;
- Providers of student loans may not participate in the UHCL Employee Discount Program and offer any of its products or services; and,
- Provider will not use the University of Houston-Clear Lake's logos or seals or otherwise imply that participation in the UHCL Employee Discount Program is an endorsement of the Provider's product by the University of Houston-Clear Lake.