

SIT Signatory Authorization Policy

Responsible Executive	Andrew Dick, Executive Director of Global Operations
Responsible Party	Global Operations and General Counsel
Approval / Signature	Academic Affairs Committee of the Board of Trustees
Pertinent Dates	Approved: May 9, 2022 Review Date: Fall 2027
Related Policies	World Learning Corporate Approval Policy
Audience & Applicability	SIT President and designees/direct reports, academic directors

POLICY

1. **Purpose**

The purpose of this policy is to establish authority for signing written agreements and contracts on behalf of SIT.

2. **Policy Statement**

The President of SIT or their delegate will sign all written agreements that commit World Learning Inc. USA to provision or receipt of goods and services that relate to the implementation of SIT programs, except for grants and contracts funded by the US Government. US Government grants or contracts are subject to the Global Development and Exchange routing and signatory authority policies.

SIT-related written agreements that the President of SIT has the authority to sign include but are not limited to:

- Memos of Understanding
- Service Provider Agreements
- Grants and contracts funded by third parties other than the US Government
- Non-Disclosure Agreements
- Independent Contractor Agreements

The President of SIT also has the authority to sign agreements on behalf of World Learning legal entities outside of the US that primarily implement SIT programs.

See the World Learning Corporate Approval Policy for more information on World Learning Inc. signatory authority.

3. **Exceptions**

Along with the President of SIT, SIT Academic Directors often have limited authority to sign agreements on behalf of World Learning controlled entities outside of the US, which are primarily dedicated to delivery of SIT programs. Consult the General Counsel's Office or Global Operations to verify the signatory authority status of individuals who represent World Learning controlled entities outside of the US.

4. **Contact Information**

For more information on this policy, please contact the Executive Director of Global Operations.