



**AGREEMENT**  
**Non-Virginia College or University**

This Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the Commonwealth of Virginia, Department of Motor Vehicles (hereinafter referred to as "DMV"), and the \_\_\_\_\_ (hereinafter referred to as "Institution of Higher Learning"). The parties agree as follows:

**PURPOSE:**

Pursuant to Section 46.2-749 of the Code of Virginia, the Commissioner of the Department of Motor Vehicles (DMV) may issue for any accredited college or university special license plates bearing the seal, symbol, emblem, or logotype of that institution of higher education in accordance with an agreement between that institution and DMV. This Agreement is designed to implement that provision of law.

**TERMS OF AGREEMENT:**

- A. To initiate the procedures set forth in Section 46.2-749, the Institution of Higher Learning must submit an application to DMV requesting to participate in the special college or university license plate program. Said application need not be prepared in any specific format, but should be sufficiently detailed to make it clear to all concerned that the Institution of Higher Learning is seeking to participate in the license plate program. Further, said application should be signed by an authorized individual of the Institution. DMV will then provide to the Institution of Higher Learning a set of license plate standards for use in designing a special college plate. No license plates will be produced that are not in compliance with these standards. Each Institution of Higher Learning, when requested by DMV, will provide an appropriate camera-ready design. Acceptance of the Institution's application shall lie within the discretion of DMV.
- B. Because of administrative and production costs incurred by DMV, the Institution of Higher Learning must submit prior to the execution of this Agreement applications for a minimum of 350 sets of plates accompanied by funds necessary to cover the \$25 fee for each set or otherwise have met DMV's minimum requirements for enrollment.
- C. Upon receipt of this executed Agreement and an appropriate electronic media file design, DMV will have a metal prototype plate produced and will submit it to the Institution of Higher Learning for approval prior to making said plate available to the general public.

- D. Pursuant to Section 46.2-749, the Institution of Higher Learning that enters into this Agreement with DMV waives any royalty fees to which it might otherwise be entitled for use of its seal, symbol, emblem, or logotype on the special license plates.
- E. DMV shall charge the fees prescribed by law for every set of special license plates issued. Said fees will be charged to the person to whom the special license plates are issued. DMV will collect all fees for each set of original, reissue, or renewal license plates issued with the college or university seal, symbol, emblem, or logotype.
- F. To the extent permitted by law the Institution of Higher Learning shall indemnify and hold harmless DMV and the Commonwealth of Virginia, its employees and representatives from any and all claims, suits and liabilities caused by the Institution of Higher Learning arising in connection with this Agreement. Nothing contained herein shall be deemed an express or implied waiver of the sovereign immunity of the Commonwealth or any state of which the Institution of Higher Learning may be an agency.

Except as provided in Paragraph F, this contract is governed by the laws of the Commonwealth of Virginia.

**AGREED:**

\_\_\_\_\_  
 (President, Institution of Higher Learning)

**Department of Motor Vehicles**

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: **Assistant Commissioner for Driver, Vehicle and Data Management**

Address: \_\_\_\_\_

\_\_\_\_\_

Form C - 2/15/95  
 DMV Signature line revised 10/20/06, 07/08/14  
 B, E, and F revised 07/08/14