



# SPONSORSHIP

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PayrollEdge Learning Academy (PayEdge Academy) offers sponsorship opportunities to organizations that wish to support our mission of providing accessible and affordable payroll education. This policy outlines the general terms and conditions for all sponsorships, regardless of sponsorship level.

## I. SPONSORSHIP TERM

Sponsorships are valid for 12 months from the date of payment unless otherwise specified in a written agreement.

## II. SPONSORSHIP RECOGNITION

- ❖ Sponsors will be recognized in PayEdge Academy communications and platforms in accordance with their sponsorship level benefits as described in the current Sponsor Kit.
- ❖ The type and frequency of recognition will vary by sponsorship level.

Recognition may include, but is not limited to:

- ❖ Display of the sponsor's logo on the PayEdge Academy website.
- ❖ Inclusion in newsletters or email communications.
- ❖ Mention during webinars or events.

## III. SPONSOR MATERIALS

- ❖ Sponsors must provide their logo, company description, and any other promotional materials in the requested format and by the deadline communicated by PayEdge Academy.
- ❖ All materials are subject to PayEdge Academy's review and approval before publication.

## IV. PROHIBITED CONTENT

PayEdge Academy reserves the right to refuse or remove any sponsorship that contains offensive, inappropriate, or misleading content, or that conflicts with PayEdge Academy's mission or values.

## V. USE OF PAYEDGE ACADEMY NAME & LOGO

Sponsors may not use the PayEdge Academy name, logo, or other branding without prior written permission. Any approved use must comply with PayEdge Academy's brand guidelines.



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## VI. CHANGES TO SPONSORSHIP BENEFITS

PayEdge Academy reserves the right to adjust the benefits of any sponsorship level at any time, provided that the sponsor receives equal or greater recognition than initially agreed upon for the remainder of their term.

## VII. LIABILITY DISCLAIMER

PayEdge Academy will make reasonable efforts to fulfill all sponsorship benefits as described. However, PayEdge Academy is not responsible for missed recognition, technical issues, event cancellations, or other circumstances beyond our control that may impact sponsor visibility.