

2. Any fees collected are to be used to pay expenses and to enhance the program.
3. Under no circumstance is a student or instructor to receive money or favors or in any way personally profit financially from live work. This is expressly prohibited and will result in disciplinary action.
4. Customers will be informed of the risks involved with the live work activity and will sign a waiver releasing the College, the instructor or student of any liability.
5. Piedmont Technical College (PTC) assumes no responsibility for work performed and there is no guarantee associated with this work.

B. Prioritized List for Requests

Live work projects will be conducted on a prioritized basis as follows:

1. College projects
2. Students
3. PTC employees to include members of the Area Commission and PTC Foundation Board
4. State and local government units
5. Non-profit organizations
6. General public

C. Project Procedure

1. If a project is deemed acceptable by the instructor, an Instructional Service Approval form will be filed out and if applicable a work order.
2. The customer is required to sign the Disclaimer/Liability Form and Instructional Service Approval Form.
3. No firm time of completion will be given to customers.
4. No job will be released to the customer until full payment has been made.