**[NHSE Letterhead]**

To:

[*Placement Provider*] (“**Placement Provider**”)

[*Education Provider*] (“**Education Provider**”)

[Date]

Dear [*Names*]

**Letter of Coordination to form a Tri-Partite Agreement[-UGME or UGDE}**

You the Placement Provider and Education Provider each hold an NHS Education Funding Agreement with us, NHS England (“**NHSE**”). We have agreed that all three parties (each a “**Party**” and together the “**Parties**”) will enter into a [Tri-Partite Agreement (“**TPA**”)] / [Tri-Partite Agreement-UGME/UGDE] (“**TPA-UGME**”/”**UGDE**”)] for the purpose of setting out the scope, roles and responsibilities and funding mechanism for healthcare education and training.

The [TPA] / [TPA-UGME/UGDE] shall be formed by the Parties executing this Letter of Coordination. The terms of the [TPA] / [TPA-UGME/UGDE] shall be the terms set out in Schedule 4 [Part A] [Part B] of each of the Placement Provider’s and Education Provider’s NHS Education Funding Agreements (the “**Terms**”).

The TPA will take effect on [the date it is signed by all Parties] / [*date*].

The [TPA] / [TPA-UGME/UGDE] will sit alongside each party’s respective NHS Education Funding Agreement and any Placement Agreement entered into by the Placement Provider and Education Provider.

If any of the Parties wish to vary the terms of the [TPA] / [TPA-UGME/UGDE] the Change Control Process as set out in the Terms shall apply.

If a Placement Provider or Education Provider has concerns relating to the other provider’s performance pursuant to the [TPA] / [TPA-UGME/UGDE] then, in addition to its rights and obligations under the Terms, it may raise such concerns with NHS England which may take action as appropriate under the other provider’s NHS Education Funding Agreement.

This letter constitutes an offer to form the [TPA] / [TPA-UGME/UGDE] in accordance with its Terms. Please confirm your acceptance of this offer by signing this letter. We note that if you fail to sign the letter but act in accordance with your rights and obligations under the Terms then your conduct will be deemed to be acceptance of the Terms.

This letter may be executed in any number of counterparts, each of which will be regarded as an original, but all of which together will constitute one agreement binding on all the Parties, notwithstanding that all Parties are not signatories to the same counterpart.

[Where an Education Provider also hosts a medical/dental school then that medical/dental school may confirm its acceptance to the Terms provided that the Parties acknowledge that such medical/dental school is not a separate legal entity for the purpose of the [TPA] / [TPA-UGME/UGDE].]

Yours faithfully

…………………………..for and on behalf of **NHS** **England**

…………………………..for and on behalf of **[*Placement Provider*]**

…………………………..for and on behalf of **[*Education Provider*]**

[…………………………..for and on behalf of **[*Medical/Dental School*]**]