

Santa Clara University Licensing Program

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ROYALTY WAIVER FORM *Santa Clara University Departments*

Departments of Santa Clara University are required to seek prior approval when using the names, marks, logos and/or symbols of Santa Clara University for any commercial venture, whether fund raising or promotional. A Santa Clara vendor licensed through Collegiate Licensing Company **MUST** produce all items. Items bought by a department for the benefit of that department are exempt from the royalty fee ordinarily charged commercial ventures. Items bought by a department which are to be resold, **ARE NOT EXEMPT** from royalty charges. Before approval by the Licensing Director the following waiver form must be completed and signed by the appropriate department representative.

Department Name: _____

Academic Year: _____ Department Chair: _____

Telephone: _____ Fax: _____

Type of Project: *(check all that apply)*

- Employee Use
- Fund Raiser *(If this item is to be resold, you cannot proceed with a royalty waiver form)*
- Promotional Giveaway
- Other *(explain)* _____

Date(s) if Fund Raiser or Other: _____

Description *(i.e. T-shirts, mugs, key chains)*: _____

NOTE: ARTWORK MUST BE ATTACHED TO THIS FORM

Name of Vendor: _____

NOTE: VENDOR MUST BE LICENSED WITH COLLEGIATE LICENSING COMPANY

I verify that the above is a department of Santa Clara University and the purpose of the project described is for promoting the department and not for profit of any individual or business.

Signature of Department Chair

Date

The following is to be completed by the Licensing Director:

Approved

Approved with Changes

Disapproved

Comments: _____

Signature of Licensing Director

Date