

## SERVICE CONTRACT

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BETWEEN THE UNDERSIGNED

The company:

**AGENTURA EDUCO s. r. o.**

Argentinská 38 - 170 00 Prague – THE CZECH REPUBLIC  
Company Reg. N° 272 25 666 ; VAT Reg. N° CZ 272 25 666

Represented by: Daniel Vondracek, managing director  
Herein-after denominated by the "Service Provider"  
On the one hand, and:

### **Spojená škola**

Štefánikova 64, 085 01 Bardejov, Slovakia

Represented by: RNDr. Eva Kurnátová - Legal representative and  
Ing. Katarína Hladká – Project coordinator, +421 904632101, katarina.hladka@gmail.com  
Herein-after denominated by the "Sending Organization"  
On the other hand,

Now therefore, is agreed the following terms and conditions:

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#### **Article 1 – Contract object**

The Sending Organization **Spojená škola** requires the Service Provider **to organize an internship stay for 2 teachers recruited by the Sending Organization from 14.10.2018 to 21.10.** Name of the project: Grafika nás spája, 2018-1-SK01-KA102-046206

The internship stay organized by Service provider includes::

1. Program for the teachers' stay
2. Pick up from / to the train station
3. Accommodation for 2 teachers in single rooms with breakfast for 7 nights
4. Local public transport for 2 teachers
5. Cultural program for the participants described in the sent program
6. Monitoring and follow up

**Lunches for the group are not included in the budget, School will give money for lunches directly to the participants of the project before their departure to Prague. Dinners for the VET teachers are not included in the budget, School will give money for dinners directly to the 2 VET teachers.**

#### **Article 2 – Additional service**

Any additional service which is not provided in the agreed contract will give rise to an extra invoice. Requests for extra services must be sent to the Service Provider **in time** before the group arrival and must be both sides confirmed. Payment for extra activities must be paid before the group arrival.

#### **Article 3 – Parties engagement**

**The Service Provider engages to:**

1. Organize a program according to the requirements of the sending organization.
2. Provide details of the accommodation and a detailed program of the visits minimum 1 week before the expected date of teachers arrival if the Sending Organization has provided all the information in time.
3. Provide, where possible, any additional service requested for by the Sending Organization.
4. Pick up teachers on their arrival at the station in the host country.

5. Assist teachers with any administrative formalities within the host country.
6. Undertake quality control regarding the stay and provide the information to the Sending Organization.

***The Sending Organization engages to:***

- > Provide all the required information **in time** before the expected date of student's arrival regarding:
  - The exact content of the program and the teachers list
  - Provide the teachers CV and' field of vocational training
  - Details of Additional services requested
  - Individual and group medical insurance certificates. Also liability insurance required.
- > Ensure the validity of the teachers' ID or passports and visa.

**Article 4 – Civil and medical insurance certificate**

The Sending Organization engages to provide the Service Provider with a copy of the individual medical insurance certificates as well as the insurance of the whole group which covers students for the work placement in the Czech Republic. We need also liability insurance for group.

**Article 5 – Price**

For the service provided, the Sending Organization shall pay the Service Provider agreed price which is **2250,- EUR for the VET teachers program.**

The service provider will issue 2 invoices: one for the VET teachers program in September/October 2018.

**Article 6 – Payment conditions**

The Sending organization undertakes the responsibility to pay the Service Provider, 100% of the total amount of the price on or before **2 weeks before the group arrival.**

The due date of the invoice will be written on the invoice.

The Sending Organization shall pay the invoice by bank transfer SWIFT.

A penalty will be imposed for a late payment, and it is calculated at a rate of 0,1 % for each day after payment due date.

**Article 7 – Confidentiality clause**

Parties engage to respect the strictest confidentiality regarding any part of this contract and the service provided.

## Article 8 – Accommodation Cancellation Policy

If the Sending Organization cancels the accommodation:

30 - 21 days before the arrival the Sending Organization will be charged 20% of the total price of the accommodation.

20 - 10 days before the arrival the Sending Organization will be charged 50% of the total price of the accommodation.

9 - 4 days before the arrival the Sending Organization will be charged 70% of the total price of the accommodation.

3 days before the arrival or "no show" the Sending Organization will be charged 100% of the total price of the accommodation

## Article 9 – Termination clause

In case the contract is cancelled by the Sending Organization for reasons justified or unjustified after the Service Provider commences the organization of a stay and internship research, the Sending Organization agrees to pay to the Service Provider 50% of the Internship placement fee.

If the mentioned fees above have not been paid, the Sending Organization guarantees the payment within 2 weeks after receiving the invoice from the Service Provider.

If the received payment is higher than total of the cancellation fees, then the difference will be returned to the Sending Organization's bank account within 2 weeks of the cancellation of the internship stay.

Termination and the cancellation fees of the accommodation see the Article 8.

## Article 10 – Student Behavior

Under no circumstances, shall the Service Provider shall be held responsible for any difficulties arising from students' behavior. Students shall be held personally accountable for any actions civil or legal. The Service Provider reserves the right to send them back to their country of origin in the event of unacceptable behavior.

## Article 11 - Damage to Property and Refundable Deposit

The Sending Organization will inform the group leaders and the school management that **each student is supposed to pay in a hotel a refundable deposit of 30 Euro**. This refundable deposit will be kept in the hotel safe and used for possible damage caused by the students. In case that no damage will incur, the deposit will be returned to the students in full.

## Article 12 – Place of jurisdiction

Place of jurisdiction: Place of jurisdiction is Prague, Czech Republic

Signed in Prague, Date: 26.9.2018

The Service Provider

Signature and company seal:

Signed in Bardejov, Date: 26.9.2018

The Sending Organization

Signature and company seal: