

EXAMPLE OF HOW TO COMPLETE

ARTICLE I. SCOPE

A. Parties Expected Contributions

WSU's Contributions:

WSU agrees to perform the following services and/or provide the following personnel, equipment, materials, and otherwise do the following things that are necessary for and incidental to the performance of this IA.

- WSU agrees to accept 23 students from KGU for the Winter 2009 Program. The class session is approximately 5 weeks in length. Period of performance is provided in Article II below. February 16 is a national holiday; therefore, NO Classes will be held on this date.
- Tuition cost and billing are described in Articles III and IV. Items included in the cost of tuition are: instruction, evaluation, orientation.
- Activities fees include welcome and closing parties, key lanyards, WSU ID cards, recreation center membership, extracurricular guided activities, and a four-day field trip to Seattle. Payment for meals and personal expenses during any of the activities, including the Seattle field trip, are the responsibility of the student.
- The curriculum consists of 21 hours per week of instruction:
 - 9 hours per week of Reading/Composition
 - 6 hours per week of Video/Discussion
 - 3 hours per week of Orientation/Pronunciation
 - 3 hours per week of Current Topics

KGU's Contributions:

KGU agrees to perform the following services and/or provide the following personnel, equipment, materials, and otherwise do the following things that are necessary for and incidental to the performance of this IA.

- KGU will provide transportation for each student from Kyoto to Pullman, and from Pullman to Kyoto. KGU will also provide for accommodations at the Ramada Inn in Spokane, WA on the return trip to Japan. KGU will also be responsible for bus transportation from/to the Moscow/Pullman Airport on arrival and departure. The cost is approximately \$285.00.

B. Precondition of Adequate Funding

Implementation of the activities contemplated by this IA is dependent upon the ability of the parties to secure adequate funding to support such activities and the legal constraints upon each institution. In the event an institution is unable to secure adequate funding to support the activities contemplated by this IA, that institution will not be considered to be in breach of this IA.

C. Payment

Financing shall be as provided by law. The parties have estimated that the cost of accomplishing the work of this IA will not exceed \$3,497.11 per student based on a minimum of 23 students. Payment for satisfactory performance of the work shall not exceed this amount unless the parties mutually agree and amended as per Article VII, to a higher amount prior to the commencement of any work that will cause the maximum payment to be exceeded. Compensation for services shall be based on the following rates and in accordance with all the following terms. Rates may be subject to change.

Breakdown of Costs per Student
For a 5-week program (36 nights, 37 days):

Housing, Dining :	\$1,361.26
Health:	\$ 50.35
Activities:	<u>\$ 496.00</u>
Tuition and Fees:	<u>\$1,589.50</u>
TOTAL U.S. PER STUDENT	\$3,497.11

The dollar amount will vary each year depending on the annual fee as approved by WSU administration and the University's governing body.

***Medical Insurance:** All participants must provide their own major medical insurance or purchase optional WSU insurance.

***Measles Vaccinations:** Participants must also provide proof that they have been vaccinated against Measles or receive a Measles vaccination upon arrival at WSU.

D. Billing

WSU shall submit an invoice to KGU on or before **February 1, 2009**. KGU shall submit payment to WSU for approved and completed work by warrant or account transfer within 30 days of receipt of the invoice. Upon expiration of the contract, any claim for payment not already made shall be submitted within 30 days after the expiration date or the end of the fiscal year, whichever is earlier. If it has been determined that there is a legitimate reason for the delay on which the parties may concur, the parties may agree in writing (and e-mail communication will be sufficient) to extend the due date for payment to a future date upon which the parties mutually agree.

Wire Transfer Information:

Bank: Bank of America

Branch: Pullman

Account: Washington State University

Account #:

ABA:

Contact Person: