

EXHIBIT A
TO STUDY ABROAD PROGRAM SERVICES AGREEMENT

č. 236/VŠ/2019

Form of Scope of Work

This Scope of Work, dated April 11, 2019, is issued pursuant to, made part of, and governed by the Study Abroad Program Services Agreement, dated May 7, 2015 (the "Agreement"), by and between University of Economics, Prague ("VSE"), ("Provider"), and The Arizona Board of Regents for and on behalf of Arizona State University and its Study Abroad Office ("ASU").

1. **Name of Program:** ASU: International Business in Prague
2. **Dates of Program:** May 18, 2019 – June 15, 2019
3. **Number of Participants:** 37 Students; 2 Faculty; 39 Total Participants
4. **Deadline for Provider's Receipt of Required Documentation regarding Participants:**
April 20, 2019
5. **Contact Details**

Point of Contact for SAO:

Attention: Matthew Hirman
Arizona State University
Interdisciplinary B, 255
1120 South Cady Mall
Tempe, Arizona 85287-4003
Fax: 480.965.4026

Point of Contact for Provider

Attention: Dita Mikliková
Vysoká škola ekonomická v Praze /
University of Economics, Prague
Oddělení zahraničních styků /
International Office
Nám. Winstona Churchilla 4
130 67 Praha 3 (Czech Republic)
Phone: +420 224 098 853

6. **Provider Services and Program Fees**

SERVICES - Fixed Program Fees	TOTAL COSTS (in CZK)
Academic Portion / Lectures	(CZK) 250.000
Classroom Rental	(CZK) 150.000

Administrative Fee (3 company visits, Prague Guided Tour, Dinner Cruise, Cesky Krumlov trip, VSE services)	(CZK) 330.000
Bus Transport (3 company visits, Cesky Krumlov trip)	(CZK) 90.000
Bank Transfer Fee	(CZK) 500
Subtotal of Fixed Program Fees	(CZK) 820.500
Faculty Housing	
ASU Support Staff Housing 1 single (375 CZK/night/person) 29 nights (May 17 – June 15)	(CZK) 10.875
ASU Support Staff Housing 1 Kitchenette (630 CZK/night/person) 29 nights (May 17 – June 15)	(CZK) 18.270
Subtotal of Faculty Housing Fees	(CZK) 29.145
Student Housing	
Student Housing – per student (6 students per unit) (260 CZK/night) 28 nights (May 18- June 15) *Includes extra room service - Daily toilet paper & weekly bedding	(CZK) 7.280 per student
Single supplement (120 CZK/night per empty space as needed)	(CZK) 3.360 per space
Subtotal of Student Housing Fees based on 37 students (13 F & 24M requiring 7 units and 5 single supplements)	(CZK) 286.160
TOTAL PROGRAM FEES BASED ON 37 STUDENTS	(CZK) 1.135.805

7. Provider Payment Address; Payment Terms

Street Address for Payments to Provider (if different than above address) NO PO Boxes

*same as above

Fixed Program Fees:

Initial deposit of CZK 420.500 Due May 15, 2019.

Second Payment of CZK 400.00 Due July 14, 2019.

Housing:

ASU will deliver down payment of CZK 74.000 due to Provider May 17, 2019.

Upon the completion of the Program, Provider will invoice ASU for the balance of the Program Fees due to Provider. ASU will deliver the entire remaining amount due to Provider no later than thirty (30) days from the date of the final invoice submitted by Provider.

8. Provider Cancellation Policy/ Terms

ASU will notify Provider of a withdrawal within 1 business day of receiving confirmation of a student withdrawal.


If withdrawal notification takes place:

- 15 or more days before the start for the program- the student's housing costs will not be owed to Provider
- 14 days or fewer before the start of the program – 50% of the student's housing costs will be owed to Provider
- After the start of the program – 100% of student's housing costs will be owed to Provider

[SIGNATURES ON NEXT PAGE.]

IN WITNESS WHEREOF, the parties have executed this Scope of Work as of the date first set forth above.

**THE ARIZONA BOARD OF REGENTS
FOR AND ON BEHALF OF
ARIZONA STATE UNIVERSITY**

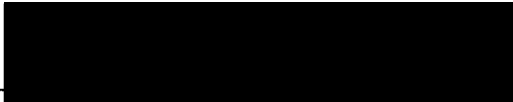
By:  _____

Name: Adam Henry _____

Title: Director, ASU Study Abroad Office Date: _____

Date: 5/29/2019 _____

University of Economics, Prague (VSE)

By:  _____

Name: Hana Machkova _____

Title: Rector _____

Date: 4-6-2019 _____