

## Cooperation Agreement

between

**Střední škola gastronomie a služeb, Přerov, Širava 7**  
Širava 670/7, 75002 Přerov, CZ

Represented by:  
Hereinafter called "Sending Organisation"

and

**IFA - International Young Workers Exchange**  
Schonbrunner Straiše 3/4,1040 Vienna  
Austria

Represented by; Mág.a Susanne Klimmer  
Hereinafter called "Service Provider"

This is to confirm that the institutions mentioned above have discussed and agreed a mobility project for 15 apprentices for the period 30.09,-21,10,2017. The institutions, which will be respectively hosting and sending organisations, will act in compliance with the Quality commitment Training Placements of Erasmus+.

**The responsibilities of IFA- Internationaler Fachkräfteaustausch as receiving organisation are:**

- To provide relevant information for the preparation of the trainees and relevant information about the formalities required for performing internships. To organise three weeks vocational training placements in companies for 15 incoming participants,
- To provide information on the work placements, programme, important contact persons, addresses and costs of the stay in advance to the project coordinator and/or to the participants.  
To monitor the placement and provide guidance and support to the participants.
- To arrange suitable accommodation for the participants during their stay.(Apartment)  
To inform the sending organization about any problem or concern during the stay.
- To assess and evaluate the placement as agreed.

**The responsibilities of Střední škola gastronomie a služeb as the sending organisation are:**

- To select, inform and prepare the participants as agreed.
- To provide all the required information - no less than 3 month before the expected date of arrival - on the participants (IFA application forms/ CVs/motivation letters/ short description of area of work and training tasks/copy of valid ID),
- To make sure the participants are covered by relevant insurance policies and are in possession of the European Health Card,
- To pay 100 % of the total expenses eight weeks before the arrival of the participants (950€/ per person -300€ pre-payment/per person)
- To inform the receiving organisation immediately about changes regarding the participants

**Any changes may only be made on the basis of mutual agreement and in writing!**

**Cancellation and Refunds**

In the event that you have to cancel your Programme, we will charge you the following:  
Up to eight weeks before arrival: € 100 administration fee per individual! Between four and eight weeks of arrival - 50 % of all fees and charges Between two and four weeks of arrival - 75 % of all fees and charges Within two weeks of arrival -100 % of all fees and charges,

For the Sending Organisation:

PŘEDEL, 6.4.2017

Dáte

Signatuře

For the Receiving Organisation:

Vienna, 28.03.2017

Dáte

Signatuře