

# CONTRACT

## BETWEEN

Tellus Education Group Ltd. (trading as Tellus College), Swarthmore Centre, 78 Mutley Plain, Plymouth, Devon, PL4 6LF, UK, represented by Neil Pick, Chairman, as the **Receiving Organisation**, and:

The **Sending Organisations**:

Střední zdravotnická škola a Vyšší odborná škola  
zdravotnická Ostrava, příspěvková organizace,  
Jeremenkova 754/2, 703 00, Ostrava-Vítkovice, Czech  
Republic

Represented by:

RNDr. Jana Foltýnová, Ph.D.

This contract is governed by Tellus College's Terms and Conditions – full details can be found on the website: [www.telluscollege.com/terms-and-conditions](http://www.telluscollege.com/terms-and-conditions)

<b>Project Number:</b>	2017-1-CZ01KA102-034567
<b>Project Title:</b>	Work Experience in Europe II.

Tellus Reference	Arrival Date	Departure Date	Number of Weeks	Number of Participants	Number of Accompanying Persons	Location
284071	02/12/2017	16/12/2017	2	6	0	Plymouth

The **Sending Organisation** agrees to pay the **Receiving Organisation** the sum of:

8,900.00 Euros (€)

## 1. OBLIGATIONS OF THE SENDING ORGANISATION

You, the **Sending Organisation**, agree to:

- 1.1 Ensure that each participant has appropriate insurance and cover for their personal possessions, any medical, health, repatriation needs etc. and necessary funds to pay for this for the duration of the programme.
- 1.2 Assist each participant with the completion of the registration procedures required to enter and stay in the receiving country, as below:

1.2.1 Complete and submit the Tellus College online registration document

1.2.2 Upload the following scanned documents:

- European Format CV\* – this **must include** the participant's proficiency in the delivery language of the programme.
- A copy of their passport – only for non EU students on Erasmus+ funded projects

You may be required to upload the following additional documents:

- Police Certificate or Letter of Good Conduct – we will advise if this is required.
- Care Plan – required for any participant with a physical or mental health condition or disability that might affect their ability to take part in the programme.

\*See "Europass" site: [http://www.europass.ie/europass/euro\\_cv.html](http://www.europass.ie/europass/euro_cv.html) for full details

- 1.3 Ensure that visas are obtained two weeks prior to travel for non EU participants.
  - Non EU participants taking part in an Erasmus+ programme need to apply for a Tier 5 visa application form from the receiving country's National Agency.
  - For project-based training courses participants should apply for a Short Term Study Visa.
  - Participants without the appropriate visa will be refused entry into the receiving country.

Ensure ALL participants are registered at least 12 weeks before their arrival to ensure appropriate work placements can be found. Late registration can limit the range of placements available. If registration is completed within 12 weeks of the start date we guarantee to send the participants programme information no later than two weeks prior to their arrival or earlier prior to mutual agreement.

- 1.4 Assist in the successful delivery of the programme by providing accurate details of the participants' language proficiency.
  - Inaccurate information can compromise the quality of their work placement, and their overall experience.
  - Participants are tested on arrival to confirm their language proficiency – results can be provided on request.
  - If their language level is basic – A1 or A2\*, we cannot guarantee to offer all the training tasks in the programme, and the participant may be offered an alternative work placement, not necessarily in their chosen industry sector, but decided by us.

\*Common European Framework of Reference for Languages.

- 1.5 Decide whether to send an accompanying teacher to take part in monitoring visits for all participants under 18 years of age.
  - Teachers are welcome to accompany our Work Placement Officer to visit each participant at their work placement at least once within the first ten days.
  - Monitoring visits made after this period need to be agreed when the contract is signed.
  - Late monitoring visits after ten days, can take place from Tuesday to Thursday and are subject to a charge of 150 Euros for each teacher.

## 2. OBLIGATIONS OF THE RECEIVING ORGANISATION

We, the **Receiving Organisation**, agree to:

- 2.1 Organise the work placements or project-based learning programme as specified in the project proposal.
  - The working week will normally be no more than 37.5 hours. A shorter working week is possible, but requires prior agreement.
  - If the project period includes a Public Holiday, participants will not be required to work or attend the training centre on that day.
  - Work placements in the hospitality sector normally require participants to work appropriate hours, including weekends and Public Holidays.
- 2.2 Organise appropriate accommodation for each participant, as detailed in their registration.
  - Accommodation will be allocated within a reasonable distance of their work placement or training centre, subject to availability.
  - Accommodation with a local host family is a twin room on a shared basis.
  - If a participant wishes to share with another particular participant there will be an additional charge of 40 Euros each.
- 2.3 Organise the following free of charge:
  - A local bus pass – if included as part of the package.
  - Social activities.
  - Welcome meeting and welcome pack on the first Monday after arrival.
  - A walking tour of the city to familiarise participants with key landmarks and meeting places.
- 2.4 If required, organise an airport transfer to a location where the participant will be met by their host family.
- 2.5 If requested, organise a programme of cultural activities.
- 2.6 If requested, organise language training or specialised training in a foreign language.
- 2.7 Produce, sign and/or present work placement and Ascentis (AptEd) certificates to participants after completion of the programme and Europass documentation.
- 2.8 Assist you in getting all documentation duly signed/completed, by prior arrangements. If documentation require further completion/signatures after the programme has been completed, there will be additional fees.

## 3. ARRIVAL AND DEPARTURE

### 3.1 Arrival

- Participants are expected to arrive at their destination city between 07.00 and 23.00 hrs.
- Arrival outside these times will incur an additional charge of 70 Euros per participant, and possibly the cost of a taxi to their host family's home. (The additional charge does not apply if the late arrival is because of flight, train and bus delays).
- Programmes run from the Sunday before the start until the Saturday after the end of the programme, unless otherwise agreed.
- Additional accommodation nights can be booked when registering, but are chargeable, and subject to availability.

3.2 No flights should be booked until the programme has been confirmed\* and the contract signed. The Receiving Organisation is not responsible for any financial loss due to programme delays, postponement or cancellation prior to the contract being signed.

\*The programme confirmation is an annex to this Contract.

3.3 Participants' arrival details must be forwarded at least 2 weeks before arrival so arrangements can be made for them to be met by their host families, even if an airport transfer has been booked with us.

If arrival details are not forwarded in time, any additional costs incurred, e.g. hotel costs, taxi fares etc., will be your responsibility.

3.4 We must be informed of any change to participants' arrival time at least 48 hours beforehand, otherwise any additional costs resulting will be recharged to you.

### 3.5 Departure

This should take place between 07.00 and 23.00 hrs otherwise there will be an additional charge of up to 70 Euros for each participant, and possibly taxi fares too. Check-out time after 15h00 must be made by prior arrangements and might cost you more.

### 3.6 Postponement

If the programme has to be postponed within two weeks or less before arrival we will make a charge of 150 Euros. For all requests for postponement you will need to suggest an alternative date acceptable to us.

### 3.7 Cancellation

This Contract can be cancelled by you or us in writing. If you cancel the programme and cannot suggest any acceptable alternative dates, the following cancellation charges will apply:

- Seven weeks before arrival – 20% of total cost or 150 Euros, whichever is greater
- Five or six weeks before arrival – 40% of costs
- Three or four weeks before arrival – 65% of costs
- Two weeks before arrival – 90% of costs

### 3.8 Jurisdiction

This Contract is governed by English law.

### 3.9 UK Data Protection Act 1998

All participants' information is regarded as personal data under the UK's Data Protection Act 1998. We are classified as a Data Controller and will follow the principles of the Act when processing such data.

## 4. SCHEDULE OF PAYMENT

100% to be paid four weeks prior to arrival.

For programmes with participants requiring visas:           % to be paid twelve weeks prior to arrival,  
% four weeks prior to arrival.

## CONTACT DETAILS FOR PAYMENT OF INVOICE

<b>Name:</b>	
<b>Email:</b>	
<b>Direct Line:</b>	
<b>Total Amount:</b>	8,900.00€
<b>Tellus Ref:</b>	284071
<b>Name of School:</b>	Střední zdravotnická škola a Vyšší odborná škola zdravotnická Ostrava, Czech Republic

## FOR THE SENDING ORGANISATION:

<b>Signed:</b>	
<b>Name and Position (PLEASE PRINT):</b>	RNDr. Jana Foltýnová, Ph.D. Head Teacher
<b>Date:</b>	

## FOR THE RECEIVING ORGANISATION (TELLUS COLLEGE):

<b>Signed:</b>	
<b>Name and Position:</b>	NEIL PICK, CHAIRMAN TELLUS EDUCATION GROUP LTD
<b>Date:</b>	05/09/2017

## ANNEX TO CONTRACT

Sřední zdravotnická škola a Vyšší odborná škola zdravotnická Ostrava, Czech Republic, Sending Organisation, agrees to pay the amount of 8,900.00€.

The Programme includes:

Services	YES/NO
Accommodation Full board	Yes
Local Travel	Yes
Cultural Activities	To be confirmed
Airport Transfer	Yes – Stansted to Plymouth Return
Total amount	8,900.00€