**COOPERATION AGREEMENT**Between

St
řední škola automobilní Krnov
(address: Opavská 499/49, Pod Cvilínem, 794 01 Krnov)
EU VAT Number: CZ63731371

And

First Central European Benefit Association-1 CEBA
(address: 1123 Budapest, Alkotás út 7/B., 2/1 Hungary)

Both organisations declare to co-operate in the management of the following project:
2017-1-CZ01-KA102-035060

Erasmus+ programme, work placement in the field of car mechanic. For this reason the partners agree that:

* The placement programme will take place in Hungary and will last 21 days, starting on 08. April 2018
* The group will be formed by 12 participants and 2 accompanying teachers.

Střední škola automobilní Krnov (address: Opavská 49, 79401 Krnov) is the **Sending Organisation** of the project and will provide:

1. Selection of the participants;
2. The communication of the list of the participants to the hosting partner after their evaluation by e-mail and confirmation of acceptance of the trainees;
3. The European Health Card for health care abroad and ISIC card for each student;
4. The organisation of the group before the departure from the country of origin to Hungary;
5. Take into consideration the student application form must be sent to the host organisation 6 weeks before the first day of program in order to high level realization of the project.
6. The recognition of the following budget and payment and cancellation policy;

Střední škola automobilní Krnov (address: Opavská 499/49, Pod Cvilínem, 794 01 Krnov) on basis of issued invoices, will pay the total amount of **26.656,4.-Eur** in three instalment:

The first payment is to our contractual partner company, **10.200,-Eur for the accommodation,** 6 weeks before the first day of the programme;

The second payment is to **First Central European Benefit Association-10EBA, 10.792,-Eur for organizational, travel, meals, cultural programme first amount,** 6 weeks before the first day of the programme;

The third payment is to **First Central European Benefit Association-10EBA, 5.664,4,-Eur for organizational, travel, meals, cultural programme second amount,** in 45 days after the presentation of final report;

**Cancellation Policy**

There is a standardized cancellation policy that we will enforce to protect both the sending organisation and the hosting organisation.

In case of CancellationlPostponement the sending organisation has to pay a penalty.

The amount of the penalty is calculated as follows:

No penalty - 6 weeks prior to arrival

If the cancellation/postponement made a full 6 weeks prior to arrival there is no penalty.

50% penalty - 5 weeks prior to arrival

If the cancellation/postponement made a full 5 weeks prior to arrival there is a 50% penalty.