

LOS RIOS COMMUNITY COLLEGE DISTRICT PURCHASE ORDER NO 0001098175

PURCHASING: (916) 568-3071 • FAX: (916) 568-3145
 ACCOUNTING OPS: (916) 568-3065 • FAX: (916) 286-3636

Date	Revision	Page
04/13/2018		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
1011280 QUINTELLM SHEWMAKERN	04VAPA VAPA	

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Supplier: 000006319
 AIFS
 1 HIGH RIDGE PARK
 STAMFORD CT 06905

Phone: (866) 399-5000
Fax: (203) 399-5590

email:

Ship To: FOLSOM LAKE COLLEGE
 RECEIVING
 10 COLLEGE PARKWAY
 FOLSOM CA 95630
 United States

Bill To: 1919 Spanos Court
 Sacramento CA 95825-3981
 United States

Tax Exempt? N

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	FLC - HISTORY OF FRANCE 5 WEEK PAIRS PROGRAM U18 AMBASSADORSHIP SCHOLARSHIP FOR ITZEL VALERIA MONDRAGON	1.00 EA	4,275.00	4,275.00	04/13/2018
2- 1	FLC - HISTORY OF FRANCE 5 WEEK PAIRS PROGRAM U18 AMBASSADORSHIP SCHOLARSHIP FOR CHRISTINA ISABEL RAMOS	1.00 EA	4,275.00	4,275.00	04/13/2018

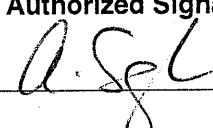
FLC - HISTORY OF FRANCE 5 WEEK PAIRS PROGRAM U18 AMBASSADORSHIP SCHOLARSHIP FOR ITZEL VALERIA MONDRAGON AMERICAN INSTITUTE FOR FOREIGN STUDY - THE HISTORY OF FRANCE 5 WEEK PARIS PROGRAM
 MAKE CHECK PAYABLE TO: AIFS
 PLEASE MAIL TO:
 AIFS
 CUSTOMIZED, FACULTY-LED PROGRAMS
 1 HIGH RIDGE PARK FL1
 STAMFORD, CT 06905

Sub Total Amount	8,550.00
Sales Tax Amount	0.00
Total PO Amount	8,550.00

BU	Acct	Fd	Org	Prog	Sub	Proi	Amount	BYear
GENFD	5200	12	FL.VS.EQTY	63000	00000	598J	8,550.00	2018

0001011280KIRKLINK12-APR-2018

All shipments, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

Authorized Signature


Notice to vendor: You are responsible for delivering goods and delivery documents to the Receiving Department at the site. Failure to do so will delay payment processing. Vendor is responsible for obtaining verification of delivery by authorized Receiving Room personnel. Receipt of goods by other parties and failure to obtain authorized signatures may also delay payment. NOTE: PAYMENT TERMS NET 30
 MATERIAL SAFETY DATA SHEETS (MSDS) must be provided with the delivery of product as required by law.

LOS RIOS COMMUNITY COLLEGE DISTRICT

American River College • Cosumnes River College • Folsom Lake College • Sacramento City College

PURCHASE ORDER TERMS AND CONDITIONS

1. **APPLICABLE LAW:** The contract resulting from this order shall be governed by the laws of the State of California
2. **COMPLETION OF ORDERS:** LRCCD reserves the right to withhold payment until order is completed.
3. **DISCOUNTS:** Please show cash payment discount offered on your invoice in connection with any discount offered, time will be computed from date of delivery of the supplies or equipment, or from date correct invoices are received in the office specified by LRCCD if the latter date is later than the date of delivery. Payment is deemed to be made for the purpose of earning discount, on the date payment is mailed or on behalf of LRCCD.
4. **INVOICES:** Invoices shall be prepared and submitted in duplicate unless otherwise specified. Invoices shall contain Purchase order number, date, description of items, sizes and quantities, unit prices, extended totals, place and date of delivery. Invoices or vouchers not on printed bill heads shall be signed by the CONTRACTOR or person furnishing the supplies or services. Every invoice shall be properly itemized. If LRCCD has not received billing for product or services within a one year period LRCCD will not be held responsible for satisfying the debt.
5. **CHANGES:** No change or modification in terms, quantities, or specifications may be made without express authorization in writing from the LRCCD Purchasing Office and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto. If unit cost of any item exceeds the amount shown by 10% or \$250.00 whichever is less do not ship. Contact LRCCD Purchasing at the phone number provided.
6. **BILL OF LADING:** If Bill of Lading is applicable to this order, send originals to "Ship to" address and duplicate Bill of Lading with invoices to "Bill to" address. All correspondence, invoices, bills of lading, shipping memos, packages, etc., must show purchase order number. If factory shipment, advise factory to comply.
7. **TRANSPORTATION CHARGES:** Invoices for prepaid transportation charges must be supported by original receipted expense bills.
8. **FOB POINT AND FREIGHT CHARGES:** Unless otherwise specified on this order, all items shall be delivered FOB Destination. No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, or for any other purpose will be paid by LRCCD unless expressly included and itemized in the order. Unless otherwise shown, on "FOB Shipping Point" transactions, CONTRACTOR shall arrange for lowest cost transportation, prepay and add freight to invoice and furnish supporting freight bills if the amount exceeds \$50.00. On "FOB Shipping Point" transactions, should any shipments under this purchase order be received by LRCCD in a damaged condition and any related freight loss and damage claims filed against the carrier or carriers be wholly or partially declined with the inference that damage was the result of the act of the shipper such as inadequate packaging or loading or some inherent defect in the equipment and/or material, CONTRACTOR on request of LRCCD shall at CONTRACTOR's own expense assist LRCCD in establishing carrier liability by supplying evidence that the equipment and/or materials was properly constructed, manufactured, packaged, and secured to withstand normal transportation conditions. Shipments that are California intrastate in nature and where freight is to be borne by LRCCD shall be tendered to carriers with written instructions that rate and charges may not exceed the lowest lawful rates on file with the California Public Utilities Commission.
9. **PATENT INDEMNITY:** The CONTRACTOR shall hold LRCCD, its officers, agents and employees harmless from alleged liability of any nature or kind, including costs and attorney fees and expenses, for infringement or use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
10. **TAXES:** Certain articles sold to LRCCD are exempt from certain Federal excise taxes. LRCCD will reimburse the CONTRACTOR for, or pay directly, all California State and local sales and use taxes applicable to this purchase.
11. **EQUAL OPPORTUNITY EMPLOYER:** The acceptance of this purchase order by a supplier of goods and services is a certification that such supplier complies with all provisions of executive order 11246 and is an equal opportunity employer.
12. **GENERAL SAFETY ORDERS:** All materials, supplies and services sold to LRCCD shall conform to the general safety orders of the State of California. All materials, except as otherwise specified, must be new and of the best quality of their respective kinds.
13. **INDEMNIFICATION:** CONTRACTOR shall indemnify, defend and hold harmless LRCCD, its trustees, officers, agents, employees and volunteers, from any and all claims, demands, suits, causes of action, damages, penalties, breaches of this agreement, infringement of patent rights, costs, expenses, violations of employee occupational health and safety laws, attorney fees, losses or liability, property damage, personal injuries to or death of persons, arising out of, alleged to have arisen out of, or relating in any way to CONTRACTOR's work to be performed under this agreement, except if caused solely by the negligence of LRCCD.
14. **TERMINATION:** LRCCD may terminate this agreement and be relieved of the payment of any consideration to CONTRACTOR should CONTRACTOR fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination LRCCD may proceed with the work in any manner deemed proper by LRCCD. The cost to LRCCD shall be deducted from any sum due the CONTRACTOR under this agreement and the balance if any, shall be paid the CONTRACTOR upon demand.
15. **ASSIGNMENT:** Without the written consent of LRCCD, this agreement is not assignable by CONTRACTOR either in whole or in part.
16. **PUBLIC WORKS PROJECTS:** CONTRACTOR must comply with Public Contract Code.
17. **CA LABOR CODE:** Pursuant to Section 1700, and following, the CONTRACTOR shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Copies of such prevailing rate of per diem wages are on file at the Business Office of the Los Rios Community College District, 1919 Spanos Court, Sacramento, CA 95825. Those copies shall be made available to any interested party upon request. The CONTRACTOR shall forfeit, as penalty to the LRCCD, Fifty Dollars (\$50.00) for each calendar day or portion thereof, for each workman paid less than the stipulated prevailing rates for any work done under the contract by him/her or by any subcontractor under him, in violation of the provisions of such Labor Code.
18. **NOTICE:** Your employees may be exposed to hazardous substances during the course of their work while on LRCCD property. For additional information on the hazardous substances that your employees may be exposed to contact the LRCCD General Services Department at (916) 568-3048.
19. **INSURANCE:** CONTRACTOR shall, at all times, maintain in full force and effect the following insurance: Workers' Compensation, Commercial General Liability, Auto Liability, and Professional Liability if licensed professional. Policy limits for each shall be at least \$1,000,000 AND \$3,000,000 AGGREGATE for bodily injury, personal injury and property damage. Any combination of General Liability and Excess Coverage can be combined to meet the Aggregate. LRCCD shall be named as an additional insured on CONTRACTOR's policies. The CONTRACTOR shall provide a certificate of insurance and required endorsements to comply with this section at least 15 days prior to commencement of work under this contract. The certificate shall state that LRCCD will be given 30 days notice of any material change or cancellation in coverage.
20. **DISQUALIFIED EMPLOYEES:** CONTRACTOR shall ensure that persons who perform services on LRCCD property have not been convicted of any felony, or any controlled substance offense or any sex offense as those terms are defined by Education Code section 87008-87010. If LRCCD determines that any person employed by CONTRACTOR to work on LRCCD property is incompetent, unfaithful, intemperate, disorderly, abusive or is otherwise unsatisfactory, CONTRACTOR shall cause that employee to be removed from working on LRCCD property immediately, and that person shall not be employed again on LRCCD property.
21. **WORK AUTHORIZATION:** Prior to LRCCD's acceptance of this Agreement, CONTRACTORS who are not U.S. citizens must provide verification of (a) work authorization status from the appropriate U.S. Department of State; (b) a copy of their U.S. visa; (c) the number of days present in the U.S.; and (d) tax treaty status. LRCCD shall not make any payments to CONTRACTOR unless CONTRACTOR holds the appropriate U.S. visa. CONTRACTOR is responsible for ensuring they are in possession of the appropriate visa.
22. **WARRANTY:** CONTRACTOR expressly warrants that all materials, goods, equipment, services, and/or labor shall conform to the requirements set forth or incorporated into this order and any applicable industry standards or requirements, shall be merchantable and free from defects in workmanship, materials and/or design (including latent defects), and shall perform as specified. CONTRACTOR further warrants that all materials, goods, equipment, services, and/or labor will be fit and sufficient for the particular purposes intended by LRCCD. Unless agreed upon otherwise between LRCCD and CONTRACTOR, the warranty period shall be the longer of: (a) any express warranty included in this service agreement; (b) one year after the materials, goods, equipment, services, and/or labor are accepted by LRCCD; or (c) any warranty period provided under any applicable California law.

Requisition

Supplier: AIFS 0000006319
 1 HIGH RIDGE PARK
 STAMFORD CT 06905
 United States

Phone: (866) 399-5000 **Fax:** (203) 399-5590
email:

Ship To: RECEIVING
 10 COLLEGE PARKWAY
 FOLSOM CA 95630-6798

Business Unit: GENFD OPEN	
Req ID: 0001011280	Date: 03/19/2018
Page: 1	
Requisition Name: AIFS - AMBASSADORSHIP SCHOLAR	
Requester: Melonie Quintell	Bldg#: VAPA
Requester Signature	
Buyer: Nicholas Shewmaker	
Approved:	
Entered By: QUINTELM 19-MAR-2018	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	FLC - HISTORY OF FRANCE 5 WEEK PAIRS PROGRAM U18 AMBASSADORSHIP SCHOLARSHIP FOR ITZEL VALERIA MONDRAGON	1	EA	4,275.00	4,275.00	03/26/2018
2-1	FLC - HISTORY OF FRANCE 5 WEEK PAIRS PROGRAM U18 AMBASSADORSHIP SCHOLARSHIP FOR CHRISTINA ISABEL RAMOS	1	EA	4,275.00	4,275.00	03/26/2018

Total Requisition Amount: 8,550.00

FLC - HISTORY OF FRANCE 5 WEEK PAIRS PROGRAM U18 AMBASSADORSHIP SCHOLARSHIP FOR ITZEL VALERIA MONDRAGON AMERICAN INSTITUTE FOR FOREIGN STUDY - THE HISTORY OF FRANCE 5 WEEK PARIS PROGRAM
 MAKE CHECK PAYABLE TO: AIFS
 PLEASE MAIL TO:
 AIFS
 CUSTOMIZED, FACULTY-LED PROGRAMS
 1 HIGH RIDGE PARK FL1
 STAMFORD, CT 06905

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proi</u>	<u>Amount</u>
GENFD	5200	12	FL.VS.EQTY	63000	00000	598J	8,550.00

Purchases Charged to Catagorical Programs, Grants or Special Project.

This purchase is in compliance with the requirement of student equality

For grants/special projects 598J

Name: Molly Senecal

Approval Signature 	Approval Signature 	Approval Signature
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American Institute For Foreign Study
 1 High Ridge Park, Stamford, CT 06905
 Telephone: 800-727-2437 ext. 5089



Folsom Lake College
History of France - 5-Week Paris Program - Summer 2018
Ambassadorship Scholarship Recipient Invoice, Revised
Customized, Faculty-Led Programs

	First Name	Middle Name	Last Name	Program Fee	Refundable Damage Deposit	Medical Insurance Upgrade	Peronal Effects Coverage	Due
1	Itzel	Valeria	Mondragon	\$3,995.00	\$125.00	\$65.00	\$90.00	\$4,275.00
2	Christina	Isabel	Ramos	\$3,995.00	\$125.00	\$65.00	\$90.00	\$4,275.00
				\$7,990.00	\$250.00	\$130.00	\$180.00	\$8,550.00

Please pay this amount:

\$8,550.00

Checks should be made payable to AIFS, and mailed to:
AIFS
Customized, Faculty-Led Programs
1 High Ridge Park FL1
Stamford, CT 06905

Requisition

Supplier: AIFS 0000006319
 1 HIGH RIDGE PARK
 STAMFORD CT 06905
 United States

Phone: (866) 399-5000 **Fax:** (203) 399-5590
email:

Ship To: RECEIVING
 10 COLLEGE PARKWAY
 FOLSOM CA 95630-6798

Business Unit: GENFD OPEN	
Req ID: 0001011280	Date: 03/19/2018
Page: 1	
Requisition Name: AIFS - AMBASSADORSHIP SCHOLAR	
Requester Melonie Quintell	Bldg# VAPA
Requester Signature	
Buyer: Nicholas Shewmaker	
Approved:	
Entered By: QUINTELM 19-MAR-2018	

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<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>
GENFD	5200	12	FL.VS.EQTY	63000	00000	598J	8,550.00

Purchases Charged to Catagorical Programs, Grants or Special Project.

This purchase is in compliance with the requirement of _____

For grants/special projects _____

Name: _____

Approval Signature	Approval Signature	Approval Signature
---------------------------	---------------------------	---------------------------

From: [Haney, Brenda](#)
To: [Quintell, Melonie](#)
Cc: [Anderson, Jae](#)
Subject: RE: OLR - AIFS Ambassadorship Scholarship_ OLR#_0001011280_AFIS
Date: Tuesday, April 10, 2018 3:16:30 PM
Attachments: [O A RE OLR# 0001011280 AFIS and OLR Budget Checking .msg](#)
[image002.png](#)
Importance: High

Hi Melonie –

BSO has not received signed original for OLR#_0001011280_AFIS – if you want this paid before 4/20 – we must receive signed OLR by 9:00 AM tomorrow April 11th – as our next check run is Thursday 4/12.

The last communication I see for this OLR – was the attached O&A exchange.

Thank you,

Brenda Haney

Business Services

Folsom Lake College | 10 College Parkway | Folsom, CA 95630

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: Quintell, Melonie
Sent: Monday, April 9, 2018 1:44 PM
To: Haney, Brenda <haneyb@flc.losrios.edu>
Subject: RE: OLR - AIFS Ambassadorship Scholarship

Hi,

It's 0001011280

Melonie Quintell

Administrative Assistant to the Dean of

[Visual & Performing Arts and Languages & Literature](#)

Folsom Lake College . 10 College Parkway . Folsom, CA 95630

p. 916.608.6621 www.flc.losrios.edu

From: Haney, Brenda
Sent: Monday, April 9, 2018 1:43 PM
To: Quintell, Melonie <QuinteM@flc.losrios.edu>
Subject: RE: OLR - AIFS Ambassadorship Scholarship

What's the OLR or PO# ?

Thank you,

Brenda Haney

Business Services

Folsom Lake College | 10 College Parkway | Folsom, CA 95630

☎ 916.608.6635 | ✉ haneyb@flc.losrios.edu

From: Quintell, Melonie

Sent: Friday, April 6, 2018 12:08 PM

To: Haney, Brenda <haneyb@flc.losrios.edu>

Cc: Mowrer, Richard <MowrerR@flc.losrios.edu>

Subject: OLR - AIFS Ambassadorship Scholarship

Hi Brenda,

Happy Friday! April 20th is the deadline for the AIFS Ambassador students payment and PO. I just wanted to check on the status of the OLR approval and PO issued to AIFS.

Thank you,

Melonie Quintell

Administrative Assistant to the Dean of

[Visual & Performing Arts and Languages & Literature](#)

Folsom Lake College . 10 College Parkway . Folsom, CA 95630

p. 916.608.6621 www.flc.losrios.edu

From: [Wong, Barbara](#)
To: [Turner, Debbie](#); [Pactol, Monica](#); [Harman, Joany](#); [Snowden, Robert "BJ" \(Dr.\)](#); [Senecal, Molly](#); [Quintell, Melonie](#); [Robinson, Brian](#)
Cc: [Haney, Brenda](#); [Kirklin, Kathleen](#); [Montgomery, Tammy](#); [Braden, Charles "Kale"](#); [Smith, Herschel](#)
Subject: RE: Payment HOLD: AIFS Contract - FLC Summer Paris 2018
Date: Friday, May 11, 2018 10:01:37 AM
Attachments: [image002.png](#)
[image003.png](#)

FYI, check will be mailed today for delivery on Monday.

Barbara Wong

From: Turner, Debbie
Sent: Friday, May 11, 2018 8:21 AM
To: Wong, Barbara <WONGB@losrios.edu>; Pactol, Monica <pactolm@flc.losrios.edu>; Harman, Joany <harmanj@flc.losrios.edu>; Snowden, Robert "BJ" (Dr.) <SnowdeR@flc.losrios.edu>; Senecal, Molly <SenecaM@flc.losrios.edu>; Quintell, Melonie <QuinteM@flc.losrios.edu>; Robinson, Brian <RobinsB@flc.losrios.edu>
Cc: Haney, Brenda <haneyb@flc.losrios.edu>; Kirklin, Kathleen <KirkliK@flc.losrios.edu>; Montgomery, Tammy <MontgoT@arc.losrios.edu>; Braden, Charles "Kale" <BradenC@arc.losrios.edu>; Smith, Herschel <SMITHH@losrios.edu>
Subject: RE: Payment HOLD: AIFS Contract - FLC Summer Paris 2018

Here is a copy of the signed contract.

Barb – please send out the check.

Brian – I sent you an original copy to forward to AFIS and keep a copy for yourself.

I have a copy here as well.

Thanks,

Debbie

From: Wong, Barbara
Sent: Wednesday, May 09, 2018 12:37 PM
To: Pactol, Monica <pactolm@flc.losrios.edu>; Harman, Joany <harmanj@flc.losrios.edu>; Snowden, Robert "BJ" (Dr.) <SnowdeR@flc.losrios.edu>; Senecal, Molly <SenecaM@flc.losrios.edu>; Quintell, Melonie <QuinteM@flc.losrios.edu>; Robinson, Brian <RobinsB@flc.losrios.edu>
Cc: Haney, Brenda <haneyb@flc.losrios.edu>; Kirklin, Kathleen <KirkliK@flc.losrios.edu>; Turner, Debbie <turnerd@losrios.edu>; Montgomery, Tammy <MontgoT@arc.losrios.edu>
Subject: RE: Payment HOLD: AIFS Contract - FLC Summer Paris 2018
Importance: High

Just checking on status for this. I still have not been authorized to send out the check.



AIFS PARIS CUSTOMIZED, FACULTY-LED PROGRAMS AGREEMENT

FOLSOM LAKE COLLEGE – PARIS

SUMMER 2018

This CUSTOMIZED, FACULTY-LED PROGRAMS AGREEMENT is made as of this 10 day of May, 2018, by and between THE LOS RIOS COMMUNITY COLLEGE DISTRICT through FOLSOM LAKE COLLEGE, hereinafter referred to as "FOLSOM LAKE COLLEGE," and the AMERICAN INSTITUTE FOR FOREIGN STUDY, INC., a Delaware corporation, hereinafter referred to as "AIFS."

WHEREAS FOLSOM LAKE COLLEGE wishes to conduct an overseas study program in Paris, France, during the 2017-2018 academic year, and

WHEREAS AIFS has space available for such a program,

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

I TERM

The period of this Agreement shall be from the date of execution by both parties through June 30, 2018.

II OBLIGATIONS OF FOLSOM LAKE COLLEGE

FOLSOM LAKE COLLEGE hereby agrees:

A. That it will conduct and operate an overseas study program in Paris, France, for the following period:

SUMMER 2018:	Depart U.S.:	Saturday, June 16
	Arrive Paris:	Sunday, June 17
	Depart Paris:	Saturday, July 21

The program will be organized in cooperation with AIFS. FOLSOM LAKE COLLEGE agrees not to cancel the Agreement with AIFS to make its own arrangements or to make alternative arrangements through another organization for the period covered by this Agreement.

B. That the AIFS program will be the only official study abroad program of FOLSOM LAKE COLLEGE in Paris during the period indicated.

C. That it will advertise the program using the materials provided by AIFS, and recruit students to participate in the program.

D. That it will endeavor to recruit approximately 15 students for the summer program. AIFS is able to accept more than this number; however FOLSOM LAKE COLLEGE is under no obligation to recruit a minimum number of students. FOLSOM LAKE COLLEGE agrees not to cancel the program if a minimum enrollment of 15 students is achieved for the summer program.

E. That FOLSOM LAKE COLLEGE will approve online applicants who have paid the \$450 deposit and confirm the final number of students recruited for the summer program by March 23, 2018. AIFS may be able to accept students after this deadline, but airline and accommodation prices and availability cannot be guaranteed after this date.

F. That it will follow the enrollment procedure below:

1) Accepted students should be directed to complete the AIFS online enrollment form. After enrolling, these applicants will be reviewed by FOLSOM LAKE COLLEGE and either approved or rejected. Once approved, AIFS will process the applicants promptly.

2) Student applicants who meet the minimum requirements for admission to this study program will be accepted and enrolled in the order in which a complete online enrollment form is approved for processing by FOLSOM LAKE COLLEGE.

G. That FOLSOM LAKE COLLEGE will appoint experienced and qualified faculty members as appropriate for its program in Paris. Full control of the academic program, including, but not limited to enrollment requirements, procedures, administration, and granting of credit will be vested in FOLSOM LAKE COLLEGE and its designated representatives.

H. That FOLSOM LAKE COLLEGE agrees to pay for all incidental expenses and supplies necessary for the academic functions of the program, including all telephone charges (other than initial installation charges) incurred in the operation of the program by the faculty members or made on their authority.

I. That FOLSOM LAKE COLLEGE will provide information on the residential facilities furnished by AIFS. Only students with extraordinary and valid reasons (e.g. marriage, family accommodation available in Paris) should normally be advised to secure their own accommodation. Nevertheless, students shall not be required to contract for the housing provided by AIFS as a condition of admission to the program. In the event students do live in the facilities provided by AIFS, such students will enter into a standard individual contract with AIFS for housing and other services provided by AIFS. FOLSOM LAKE COLLEGE will in no way be liable to AIFS under the individual contracts entered into by and between the students and AIFS.

J. That in the event FOLSOM LAKE COLLEGE does not renew this Agreement, it will not contract directly with AIFS's own suppliers of facilities in Paris for the academic year following the termination of this Agreement.

III OBLIGATIONS OF AIFS

AIFS hereby agrees:

A. That it will provide:

Accommodation in shared student apartments, within a 30-minute commute of the Study Center. Typically, four to six Folsom Lake College students will share a two or three-bedroom apartment in twin-bedded rooms, with shared kitchen and bathrooms, bedding and wireless internet.

B. That in addition to housing the said students, it will provide:

- 1) Medical and AIFS program fee refund insurance policies, as outlined in the AIFS insurance brochure, in the AIFS contract with students and under paragraph K of this Agreement.
- 2) Optional round-trip airfare (San Francisco - Paris - San Francisco) for each student and airport transfers to and from housing in Paris on the dates specified in the student online enrollment form at an additional cost of \$995. This fee does not include mandatory U.S. government and airline-imposed departure taxes, fees and fuel surcharges (estimated at \$377 and subject to change) for which students will be billed separately.
- 3) By deadlines mutually agreed, program brochures and online enrollment form pages will be provided.
- 4) An orientation program in Paris consisting of an orientation meeting with AIFS staff, information packet, local area information, welcome dinner and half-day guided sightseeing tour of Paris by private bus.
- 5) Two neighborhood walking tours with local guides.
- 6) Navlgo travel pass for unlimited use on the buses and underground trains in the central zone of Paris.
- 7) Entrances with timed reservation at the Musée du Louvre, Musée d'Orsay, Sainte-Chappelle, Musée Carnavalet and the Towers and Crypt of Notre Dame, Musée de Cluny, Musée de l'Orangerie, Musée Nissim de Camondo, Musée de l'Armée and Musée Rodin.
- 8) Full-day excursion to Versailles including round-trip transportation by RER train, and entrance to the Palace with guided tour.
- 9) Group farewell meal.
- 10) Access to the wireless-enabled AIFS Student Center and the services of an experienced AIFS Program Coordinator and Student Advisor(s) for information, advice and 24-hour emergency contact service.

D. In addition, AIFS will provide the following optional service: Extra Protection Insurance Coverage, including personal effects insurance and/or increased medical insurance, as outlined in the AIFS insurance brochure and in the AIFS contract with students.

E. That it will provide FOLSOM LAKE COLLEGE with one classroom Monday to Thursday as required, faculty work space and on-site office support. AV equipment such as a DVD player, laptop and LCD projector are also available.

F. That it will provide a team of experienced Student Services staff to supervise residences and provide student support services, though not for the exclusive use of FOLSOM LAKE COLLEGE. These staff will be responsible for the non-academic supervision of students in cooperation with FOLSOM LAKE COLLEGE's faculty, for assistance to faculty with academic services, and for liaison between FOLSOM LAKE COLLEGE and the other authorities responsible for the program.

G. That it will provide FACULTY assigned by FOLSOM LAKE COLLEGE with a free round-trip airline ticket (San Francisco - Paris - San Francisco) on the following basis:

1) One ticket will be provided per 15 paying students who enroll in the program or pro rata for a lower enrollment.

2) Tickets will be provided on flights as described in the program brochure and online enrollment form pages.

3) AIFS can arrange air travel for faculty companions if they are traveling on the standard group flight. Since airfares change frequently, the cost cannot be determined until the ticket has been booked. Faculty will be billed for any companion tickets, and they must be paid for in advance of planned travel. If, for any reason, a faculty member no longer requires an issued ticket, cancellation notification must reach AIFS by Friday, April 20, 2018, and s/he will need to pay a \$100 cancellation fee. After this date, the ticket is non-refundable, and faculty will be responsible for the entire cost. Faculty may charge tickets to a major credit card.

4) If tickets for faculty flights are not arranged through AIFS, AIFS will reimburse THE FACULTY the student airfare amount once the program has started.

H. That it will provide FACULTY assigned by FOLSOM LAKE COLLEGE with housing in a studio or one-bedroom apartment equipped with kitchen, washing machine and wireless Internet access for the duration of the program.

I. That it will ask students to leave the residential facilities only with the agreement of FOLSOM LAKE COLLEGE's coordinators.

J. That it will not charge FOLSOM LAKE COLLEGE a rental fee for the physical facilities to be supplied by AIFS to FOLSOM LAKE COLLEGE as set forth in paragraphs III E and H.

K. That it will operate a Refund and Cancellation Policy as follows:

Refunds other than when a program is canceled:

- If a student's application is refused by AIFS, a full refund of all payment except a non-refundable processing fee is made.
- If a student withdraws on or before March 23, 2018, a full refund will be made less a non-refundable processing fee and any non-refundable deposits paid by the student or by AIFS on the student's behalf.

- If a student withdraws after March 23, 2018, but on or before April 20, 2018, for any reason except medical covered by the Fees Refund and Medical Insurance Policy, the \$450 deposit is forfeited, along with any non-refundable deposits paid by the student or by AIFS on behalf of the student.
- If a student is forced to withdraw from the program because of covered medical reasons after March 23, 2018, but before departure to Paris, a full refund of all payments will be made, less a non-refundable processing fee and \$125 insurance premium, through the Fees Refund and Medical Insurance Policy, which requires written proof of medical reasons.
- Students withdrawing voluntarily for any reason after April 20, 2018, or withdrawing for medical reasons not protected under the Fees Refund and Medical Insurance Policy, receive no refund of fees paid unless they are able to provide a qualified replacement student, in which case they receive a full refund of all payments made less a non-refundable processing fee plus any non-refundable deposits paid by the student or by AIFS on behalf of the student. AIFS cannot arrange flights for substitutions arranged after March 23, 2018.
- Students are permitted to transfer their application from one summer program to a subsequent summer or a suitable alternative AIFS program on or before April 20, 2018. This would not be permitted should the level of transfers from the original program lead to that program's enrollment levels falling below the minimum agreed number. Students transferring have one year to enroll on a subsequent program.
- Students who are academically withdrawn by their home Institutions after their applications have been processed by AIFS are subject to the standard refund policy.
- Once the program has started, students withdrawing receive no refund unless AIFS suspends the program.

Program cancellation:

It is understood that FOLSOM LAKE COLLEGE will not cancel the program if the necessary minimum number of students have been enrolled by March 23, 2018 for the summer program.

- In the event that FOLSOM LAKE COLLEGE should cancel the program with the required minimum number of students after March 23, 2018, for the summer, FOLSOM LAKE COLLEGE will be responsible for costs which cannot be recovered by AIFS. AIFS will deduct from students' fees the irrecoverable costs and will refund the balance of fees paid by the students to FOLSOM LAKE COLLEGE.

In the event of the U.S. State Department issuing a Level 4 travel warning which advises U.S. citizens not to travel to France, or if they are already in France to leave it, AIFS will:

- If the program has not started, either make suitable alternative arrangements, or cancel the program and refund all fees paid.
- If the program has started, suspend the program and fly the students home. If students are returned home, they will receive a pro-rata rebate of fees paid to AIFS for the proportion of the program not

completed, less a non-refundable processing fee, \$125 insurance premium, and any costs incurred flying the students home.

M. AIFS hereby agrees that it will maintain liability insurance coverage during the term of this Agreement with the following minimum coverage:

Underlying limit of liability (combined for both bodily injury and property)	\$1,000,000
Excess Liability Coverage	\$50,000,000
Total Liability Coverage	\$51,000,000

FOLSOM LAKE COLLEGE, its officers, Agents and Employees shall be named by endorsement on these policies as co-insured or additional insured.

IV PRICING

That in return for the services set forth in paragraphs A through C, based on an enrollment of 15 or more participants, it will charge a fee of \$3,995, excluding airfare, per student. These fees do not include a \$125 refundable damage deposit or any DISTRICT tuition/administrative fees.

AIFS will reserve places at the above prices according to information supplied by students on their online enrollment form. Once airline tickets have been issued to students they can only be changed directly with the airline by the student once overseas – airline-imposed penalties usually apply.

Students applying after the application deadline of March 23, 2018, can only be accepted on a space-available basis.

V MISCELLANEOUS

A. INDEMNIFICATION

AIFS hereby agrees to indemnify and hold FOLSOM LAKE COLLEGE harmless for any and all liability, injury and/or death, obligation or expense incurred by FOLSOM LAKE COLLEGE and arising from any wrongful or negligent acts or omissions of AIFS, its employees or agents in connection with the performance of this Agreement. FOLSOM LAKE COLLEGE hereby agrees to indemnify and hold AIFS harmless for any and all liability, obligation or expense incurred by AIFS arising from any wrongful or negligent acts or omissions of FOLSOM LAKE COLLEGE, their employees or agents in connection with the performance of this Agreement.

B. ASSIGNMENT

Neither FOLSOM LAKE COLLEGE nor AIFS may assign this Agreement without the prior written consent of the other.

C. NOTICE

All notices required to be served upon FOLSOM LAKE COLLEGE shall be served by registered or certified mail, return receipt requested, to:

Director, General Services
Los Rios Community College District
1919 Spanos Court
Sacramento, CA 95825

All notices required to be served upon AIFS shall be served by registered or certified mail, return receipt requested, to:

Paul Watson
Senior Vice President
AIFS Study Abroad
1 High Ridge Park
Stamford, CT 06905

D. CONSTRUCTION AND SCOPE

This Agreement shall be interpreted under the laws of the State of California, United States, and shall inure to the benefit of the parties hereto, their successors and assigns. Time shall be of the essence in each term and provision of this Agreement and no term or provision may be modified orally or in any other manner than by writing signed by all the parties hereto or their respective successors in interest.

IN WITNESS WHEREOF, the parties hereto have reviewed this Agreement on the date set forth above.

LOS RIOS COMMUNITY COLLEGE DISTRICT

By: Jamey Nye



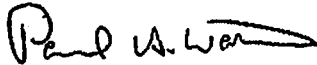
As its: Vice chancellor of Education & Technology

Date: 5/10/18

Attest:

AMERICAN INSTITUTE FOR FOREIGN STUDY, INC.

By:



As its: Senior Vice President

Date: 5/10/18

Attest:

