

## **CLARK ATLANTA UNIVERSITY: CUSTOMIZED PROGRAM**

This document shall serve as a binding Agreement between KEI, Inc. (Knowledge Exchange Institute), further named “KEI”, and Clark Atlanta University, further named “CAU”, for the customized education abroad program in Dublin, Ireland and London, England. Program logistics, as specified in this Agreement, shall be provided by KEI. The academic content for the program shall be provided by CAU.

### **PROGAM PARTICIPANTS:**

Students:	20
Group Leaders:	2

### **DATES:**

Arrival in Dublin:	7 March 2020
Departure from London:	13 March 2020

**PROGRAM PRICE:** \$1,895 per student for a group of 20 or more students and 2 group leaders.

### **PROGRAM THEME:**

The program will provide an in depth critical analysis of literary figures who protested against social, economic and political injustice. Students will study the works and lives of artists and orators such as William Shakespeare, Ben Johnsons, Oscar Wilde, William Butler Yeats, George Bernard Shaw, Winston Churchill, Edmund Burke, John Bright, William Wilberforce, and others. The academic content for the program will be provided by CAU faculty. KEI will organize the in-country logistics, including professional and cultural visits, and provide in-country support.

### **PROGRAM INCLUSIONS**

The following items are included in the program fee. The program itinerary will be provided after the program proposal has been approved.

- Transport
  - o Airport transfers in Dublin and London
  - o Public transport in London and Dublin
- Accommodations
  - o 3-star hotels, centrally located
  - o Shared rooms for students
  - o Private rooms for group leaders
- Meals
  - o Daily breakfast at hotel
  - o Welcome breakfast in Dublin
  - o Farewell lunch or dinner in London
- Airfare between Dublin and London
  - o Inclusive of 1 checked and 1 carry-on bag
- Cultural visits
  - o Walking tour of Central Dublin’s most iconic sights, including Dublin Castle, Christ Church and Trinity College
  - o Walking tour of Central London’s most iconic sights, including London Eye, Globe Theater and Westminster Abbey.

- Tower of London (entrance tickets included)
- Performances
  - In Dublin, Christ Church Choir or Abbey Theater (or similar)
  - In London, National Theater or the Young Vic Theater (or similar)
  - Performances to be determined at a later date based on availability
  - Back stage passes (if available)
- KEI support
  - Predeparture advising
  - Onsite services provided by a KEI Onsite Director (Ms. Olwyn Mannix)

The following items are not included in the program fee:

- Passport (if needed)
- Visa (if needed; not required for US citizens)
- Airfare from Atlanta to Dublin, and London to Atlanta
- Meals (except those described under Inclusions)
- Medical and travel insurance (strongly recommended)
- Personal expenses
- Any item, product and service not explicitly stated under PROGRAM INCLUSIONS

### **TERMS & CONDITIONS:**

The program price is per student and based on information presented above and terms and conditions outlined below. We do our very best to arrange all professional & cultural visits, activities and lectures. However, due to the nature of these programs, in some cases a cancellation by a company, an institution or guest speaker may occur before or during the program. In such cases, we will make every effort possible to find and arrange a comparable replacement for that part of the program. If this is absolutely not possible due to time or availability or if a cancellation occurs after the program has already begun, then we will replace the cancelled activity with a cultural visit which we deem suitable for the program. Although such cancellations by third parties are very rare, they are outside of our control and therefore nonrefundable.

### **DATES & DEADLINES:**

The program will adhere to the following dates and deadlines.

<b>Confirmation Date</b> 18 November, 2019	<ul style="list-style-type: none"> <li>▪ CAU confirm program by signing and returning this proposal</li> </ul>
<b>Enrollment Date</b> 2 December 2019	<ul style="list-style-type: none"> <li>▪ CAU provides a list of program participants</li> <li>▪ CAU pays a \$500 per student deposit to KEI</li> <li>▪ Withdrawals on or after this date are subject to a cancellation penalty of \$500 plus any non-recoverable expenses.</li> </ul>
<b>Registration Date</b> 16 December 2019	<ul style="list-style-type: none"> <li>▪ CAU pays the full program cost to KEI</li> <li>▪ Withdrawals on or after this date are subject to a cancellation penalty of \$500 plus any non-recoverable expenses.</li> </ul>

### **MODIFICATIONS:**

Modifications to the program are possible as long it does not affect the program budget and overall logistics. Modifications have to be made in writing by CAU and confirmed by KEI.

### **CANCELLATIONS:**

Should KEI be required to cancel the program due to unforeseen circumstances beyond the control of KEI, the total amount of money already paid will be refunded. Should CAU decide to cancel the program, cancellation must be done in writing. The date of cancellation is the date on which CAU sends the written cancellation. Acceptable forms of written cancellation include email or fax. If CAU cancels the program prior to Enrollment Date (listed under Dates & Deadlines), there will be no financial penalty. If CAU cancels the program on or after the Enrollment Date (listed under Dates & Deadlines), CAU will be responsible for a \$500 per student cancellation fee. If CAU cancels the

program on or after Registration Date (listed under Dates & Deadlines), CAU will be responsible for a \$500 per student cancellation fee plus any and all expenses incurred by KEI in relation to the program. In the event a U.S. Department of State changes the Travel Advisory to Level 4 for one or more locations on the program itinerary, LIU may refrain from sending students on the Program and in such a case shall only pay the actual and documented costs incurred by KEI for the Program.

**LIABILITY:**

KEI's liability insurance includes general liability coverage (maximum of \$2,000,000 aggregate and \$2,000,000 per incident) for faculty directors during the program abroad. Each participant is required to have comprehensive medical and travel insurance.

**TRAVEL DOCUMENTS:**

Each participant is required to possess a valid passport and visa for travel to the program destination(s). Participants are also encouraged to contact the appropriate consulates regarding individual visa requirements, which may apply while traveling in a foreign country. KEI does not assume responsibility for obtaining passports, nor can KEI guarantee visas. If a participant does not obtain a passport in a timely manner or his/her visa application is denied by the host country(s), and the applicant cannot participate in the program, regular cancellation terms will still apply.

**INDEMNIFICATION:**

Each party to this Agreement shall be fully responsible for its own actions, and use reasonable efforts, to the extent and in the manner permitted by applicable law, to ensure that the other party and its officers, agents and employees, do not suffer any losses, damages, liabilities and related expenses (including attorney fees), arising out of the other party's performance of this Agreement, except that each party shall bear any liabilities or expenses arising in whole or in part from its own negligent acts or omissions or those of its officers, agents and employees.

**ANTI-DISCRIMINATION:**

KEI is committed to a policy of providing educational opportunities to all qualified students regardless of economic or social status, and will not discriminate on the basis of race, color, national origin, ethnic origin, religion, creed, age, physical or mental disability, veteran status, uniformed service, beliefs, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, or genetic information.

**FORCE MAJEURE:**

The Parties agree that, if by reason of strike or other labor disputes, civil disorders, severe weather, acts of God, acts of terror, war, pandemic, or other unavoidable cause beyond the control of the party seeking to invoke this paragraph, either Party is unable to perform its obligations, such non-performance shall not be considered a breach of this Agreement.

**SIGNATURES:**

**Clark Atlanta University**

**Knowledge Exchange Institute (KEI)**

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(Signature)

\_\_\_\_\_  
(Signature)

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(Print Name)

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(Print Name)

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