

CONTRACT

Concerning Providing Independent Personal Educational Services

This contract, dated 30 March 2006, is between Serendipity: Russian Consulting and Development, Ltd. in the person of the firm's president, Ronald R. Pope, hereinafter referred to as the Company, and US citizen, **NAME**, passport #**xxxxxxxxxx**, issued by the **xxxxxxx** passport agency on **DATE OF ISSUE**, hereinafter referred to as the subcontractor.

1. The Subject of this Contract:

The subcontractor agrees to provide independent educational services—specifically, to teach classes on the English language and culture through the American Home: Branch of Serendipity: Russian Consulting and Development, Ltd. (hereinafter referred to as the American Home), located at ul. Letneperevozhinskaya, 3, Vladimir, Russia from August 10, 2006 through June 30 2007, in return for the services and compensation listed below.

2. The Responsibilities of the Company are:

- 2.1. To provide the best realistically possible teaching environment
- 2.2. To schedule classes and deal with other administrative matters
- 2.3. To provide the subcontractor with transportation from Moscow to Vladimir on arrival at the beginning of the contract period and from Vladimir to Moscow at the end of the contract period. This transportation will be paid for by the American Home. (Any additional travel will be the responsibility of the subcontractor.)
- 2.4. To pay the subcontractor an agreed upon stipend in rubles based on the number and type of classes taught.
- 2.5. To arrange for accommodations and board (two meals a day) with a Russian family.
- 2.6. To provide tutoring in the Russian language.
- 2.7. To facilitate communication by e-mail, phone, and fax for the subcontractor through the facilities of the American Home.
- 2.8. To the extent reasonably possible, help to solve problems that arise in connection with the subcontractor's stay in Russia
- 2.9. To provide full visa support, including paying the visa invitation and registration fees in Russia, or otherwise assist the subcontractor to acquire a Russian visa. (The subcontractor is responsible for the visa fee in America.)

3. The Subcontractor's Specific Responsibilities are:

- 3.1. To pay for his/her roundtrip airfare and the visa fees on the American side.
- 3.2. To provide educational services as assigned, at the American Home or at other locations, for up to 16 academic hours a week. (The subcontractor may be asked to teach additional courses but taking on a heavier teaching load will be voluntary.)
- 3.3. To participate in teachers' meetings once a week and other activities, including, but not limited to English Club meetings and programs, the weekly showing of movies, workshops for area English teachers, and presentations at area schools and other organizations.
- 3.4. Give at least one lecture during the academic year on a specific aspect of American life/culture.
- 3.5. Edit translations into English of documents and texts and answer questions about English grammar and other issues related to providing educational services.
- 3.6. Prepare written reports concerning the performance of his/her responsibilities under the Contract at the end of the first month of teaching, at the end of the first term, and the end of the school year, plus answer additional questions when asked.
- 3.7. After the spring term, if asked, teach up to two courses in the American Home's summer session or, again if asked, take part in reviewing the course materials and preparing new materials for the next year—or perform other mutually agreed upon duties. (Summer school teaching and/or other work will be made available to the extent that enrollment and/or available funding allow. The Company reserves the right to unilaterally terminate the Contract at the end of the spring term—in other words, summer session work is not guaranteed. The subcontractor is obligated to teach summer school and/or perform other duties if asked. Exceptions can be made with the mutual agreement of the Parties.)

- 3.8. Inform the American Home about the details of any private travel plans during breaks at least 7 days in advance for trips within Russia and at least 20 days in advance for trips outside of Russia—and provide emergency contact information. (The cost of these private trips will be the responsibility of the subcontractor.)
 - 3.9. Provide an HIV/AIDS test certificate upon first arriving in Vladimir.
 - 3.10. Provide proof of US medical insurance, specifically emergency medical evacuation coverage. (Emergency medical evacuation coverage for teachers is available through, for example, STA Travel.)
 - 3.11. In the case of illness or injury requiring long-term treatment, the subcontractor is required to either pay the full cost of the necessary medical care in Russia or leave the country during the course of the required treatment. (In the case of a medical emergency, the subcontractor will be provided with all available required medical care in Vladimir—and will receive the full assistance of the American Home, including help with paying for this medical care to the extent possible.)
 - 3.12. In case of non-execution or improper execution of the Parties' obligations under this Contract, they bear responsibility specified by the relevant Civil Law of the US. Specifically, the Contractor reserves the right to cancel this Contract with two weeks notice should the subcontractor fail to meet his/her obligations in a satisfactory manner. In turn, the subcontractor is required to give maximum possible notice if he/she decides for any reason to withdraw from the Contract before the end of the Contract period.
4. This Contract is put in force on 10 August 2006 and is valid until the Parties have completely fulfilled the responsibilities specified in this Contract.
 5. This Contract is governed by relevant US law. Any disputes that cannot be resolved by the parties can be submitted to arbitration as provided for by US law.
 6. The subcontractor is not entitled to a state pension, social insurance, or medical services at the expense of the Russian Federation.
 7. Neither the subcontractor or the American Home or Serendipity: Russian Consulting & Development, Ltd. or their respective officers or employees are to be held liable for any problems that arise as the result of a *force majeure* or an act of God or events otherwise outside of their control.
 8. This Contract is drawn up in the English and Russian languages, with one original copy for each Party and one copy for the American Home: Branch of Serendipity: Russian Consulting and Development, Ltd. (Vladimir, ul. Letneperevozinskaya, 3).
 9. The American Home: Branch of Serendipity: Russian Consulting and Development, Ltd. (Vladimir, ul. Letneperevozinskaya, 3) is responsible for payments under clauses 2.3, 2.4, 2.6, and 2.9 of this Contract.

Signatures and Addresses of the Parties:

Ronald R. Pope, PhD
President
Serendipity: Russian Consulting & Development, Ltd
1403 Kingsridge Dr.
Normal, IL 61761

FULL NAME
YOUR STREET ADDRESS.
CITY, STATE (SPELLED OUT)
ZIP CODE