

Education and Study Tour Services Agreement

Party A: Universitas Airlangga (hereafter UNAIR)

Party B: Chinese Culture University (hereafter CCU)

Project Details

Program Title: 2022 Business and Cultural Study Excursion

Date and Duration: 13 Days from November 19 to December 1, 2022

Minimum number of student participants: Twenty

The receiving number of participants: 22 students, and 2 lecturers

Location: Taiwan

Statement of Work

UNAIR wishes to engage CCU to provide international and cross-culture business learning experiences for their students studying in the Faculty of Economics and Business. The engagement involves program development including, but not limited to: lecture topics, delivery of lectures, accommodations arrangement, field trips, a warrant of student learning achievement at the completion of the program.

Program Details

Please see **appendix 1** for the program details.

Number of student participants

Minimum number of student participants for the program is 20 students and must be strictly adhere to. Reasonable notice is required for any change in agreed numbers. Should the minimum number not be reached, CCU has the right to adjust the fee for each participant to meet minimum program costs and fees.

Itinerary Variations

If improvements can be made to the itinerary or unforeseen circumstances require a change, CCU reserves the right to amend the itinerary. These changes could involve change in the order of classes, places visited, the amount of time spent in each visited point. These changes are binding and additional expenses will be charged to the Client if the reason for any alteration is outside the control of CCU.

Accommodation

Student participants are housed double, triple, quad or sextuple occupancy on the program. They will have roommates in their room the entire duration of the trip. CCU

can assist to accommodate specific rooming requirements, but additional rooming requests are subject to price increase.

Program fees

Per student: NTD28,500

Per chaperon or professor: NTD32,750

The program fees cover:

- Airport pick-up and drop-off
- Classes and learning materials
- Transportation charge: To and back from the accommodation and school (shuttle bus, or Taipei Metro and bus), tickets, two Taipei Metro 3-day passes
- Accommodation: hotel occupancy for 12 nights including 12 customized halal breakfast meals, and 6 halal lunch meals, 2 CCU student canteen voucher (NTD100 value each)
- Excursion: one company visit, one half-day, and one full-day field trips.
- Taxes: All service taxes and group accommodation and meal taxes
- Service charges
- Travel insurance
- Administration fees

Booking Procedures and Payments

Name, gender, date of birth, passport number should be provided as they appear on the participant's passport.

1. Total program fees for 22 students are: NTD627,000, and NTD65,500 for 2 lecturers. The total fees are: NTD692,500.
2. Program fees are due no later than **November 10, 2022**. The Project will not commence until the full payment has been received. An electronic form of invoice for the balance due will be sent by email after the signing of the Agreement.
3. Final program arrangements and reservations do not commence until the payment is received. CCU does not accept responsibility for a loss of reservation or quoted rate should UNAIR not have paid the required fee payments by the specified date.
4. Any outstanding costs and fees generated due to changes in numbers, student withdrawal, and gender number change for shared room logistics when an additional room is required, or any additional food items or dietary requirements requested by individuals, during the program in agreement between both parties

must be paid within seven (7) days of invoicing. If UNAIR fails to make timely payment of any amount prescribed by the Agreement, a late fee of 1% will be incurred for each day delay in payment. This fee will be added each day until total payment is received. A late fee is priced in Taiwanese dollars.

5. The payment(s) should be made to:

Chinese Culture University Bank Account Information	
Name of Beneficiary	Chinese Culture University
Address	55, Hwa-Kang Road, Yang-Ming-Shan, Taipei, Taiwan 11114, R.O.C.
Name of Beneficiary's Bank	HUA NAN COMMERCIAL BANK, LTD. HO PING BRANCH
Address	No. 93, Sec. 2, Ho-Ping East Rd., Taipei, Taiwan, R.O.C.
Account No.	121200383778
Swift Code (Bank Code)	HNBKWTWP121
Tel. (Bank)	886-2-27002405

Cancellation Policy

If UNAIR cancels attendance, or the Program cannot be performed due to force majeure, refunds are provided under the following conditions: If written notice of cancellation is received.

- 1) Cancellations made prior to the day of the departure will be refunded the 90% of the total amount paid less any administration and maintenance expenses incurred by the program preparation and non-refundable cancellation costs.
- 2) Cancellations made on the day of commencement of the program or after the commencement thereof or failure to notify of non-participation will not be refunded.

Tour Safety & Responsibility

There is personal, emergency and health issues support available during the program. Participants must supply 24 hour contact details to ensure family are informed should a critical incident occur.

UNAIR should assign a chaperon(s) who is responsible for the good conduct of all student participants during the program to ensure that all participants behave accordingly.

It is UNAIR's responsibility to ensure:

- All the required documents are completed and submitted for bookings and reservations as instructed;
- All participants have signed the necessary form(s) (Appendix 2 and 3).
- All participants are fully informed of the itinerary, regulations, procedures, protocols, behavior and pre-departure information. They must also be aware of what is included and not included in the program.
- Each participant is expected to participate in all scheduled activities. It is the designated chaperon's responsibility to check to see that participants are present for all activities of the program.
- All participants travel in groups, and they should be advised to follow considerate social behavior with others and respect their habits and differences. They must act in an appropriate and courteous manner befitting the customs and culture of Taiwan.
- Any participant leaving a program en-route will not be entitled to any refund.
- Room assignment is made before the arrival. No room changes shall be made without approval of the designated chaperon.
- Assigned chaperon should pay attention to the condition of student participants at all times. If COVID-like symptoms are observed, they should immediately assist in performing a rapid antigen test and follow the local Covid-19 prevention guidelines approved by Taiwan Centers for Disease Control (<https://www.cdc.gov.tw/En>).

Epidemic Prevention and Measures

Student participants and chaperons/professors are required to comply with the epidemic prevention and measures guided by the Taiwan Centers for Disease Control (<https://www.cdc.gov.tw/En>).

Force Majeure

In the event that is not possible to perform the whole or a part of this agreement due to force majeure or a reason for which neither party can be held responsible, the agreement may be rescinded in whole or in part without either party being liable to compensate the other for any loss resulting therefrom. Each party shall be obliged, upon obtaining knowledge of the impossibility of performing the program activity to promptly inform the other party and explain the reason thereof; and shall be liable to compensate the other for any loss sustained as a consequence of failing to so inform him.

Non-disclosure agreement

The intellectual property or commercial confidentiality of either party, including the contents of this Agreement, exchanging documents, forms, transaction records, technical information, or any documents marked with confidential or similar wording, is obtained or is to be possessed by the other Party due to this Agreement, under the obligation of confidentiality, shall not be disclosed or revealed to any third party, nor shall be used by the other Party without the written consent of the party who owns the intellectual property or commercial confidentiality. If either party violates this confidentiality agreement, discloses the confidential information of the other party that results in damages, it shall be liable for the damage of the other party and shall be obliged to repair and recover the damage.

Correspondence and Points of Contact

All correspondence to be sent and notices to be given pursuant to this Agreement will be delivered to the following points of contact (hereinafter referred to as the "POCs") by email or in writing, and if it is served on the POCs, it shall be deemed to have been served on the Parties concerned. The following POCs will be used by the Parties to communicate matters concerning this Agreement. If necessary the original Agreement may be supplemented or modified by exchange of letters.

CCU Point-of-Contact: Hanni Rachel Wu

Title: Head, International Education Development, Center for International Interchange

TEL: +886-2-27005858 Ext. 8545

Email: rswu@sce.pccu.edu.tw

Address: No. 213, Jianguo S. Rd., Da'an district, Taipei City 106313, Taiwan

UNAIR Point-of-Contact: Martha Rangi Primanthi

Title: Head of International Office, Faculty of Economics and Business

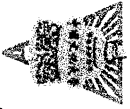
TEL: +62 811-3436-841

Email: int.affair@feb.unair.ac.id

Address: Jl. Airlangga No.4 - 6, Airlangga, Kec. Gubeng, Kota SBY, Jawa Timur 60115, Indonesia

Language and Counterparts

This Agreement is written in English in two (2) copies, each Party having one (1) copy with equal legal validity.



Appendix 1

Your First week in Taipei

	Day 1 11/19/20	Day 2 11/20	Day 3 (Mon) 11/21	Day 4 (Tue) 11/22	Day 5 (Wed) 11/23	Day 6 (Thu) 11/24	Day 7 (Fri) 11/25
9:00~12:00			【 Campus Tour 】 Chinese Culture University & Meet with Department of Global Business & Orientation	[Lecture 1] Chinese Culture University [Lecture 2] Department of Global Business & Orientation	[Lecture 3] Chinese Culture University [Lecture 4] Department of Global Business & Orientation	[Lecture 5] Chinese Culture University [Lecture 6] Department of Global Business & Orientation	[Lecture 7] Chinese Culture University [Lecture 8] Department of Global Business & Orientation
12:00~13:00			-Arrival at Taiwan Tao-Yuan Airport on Nov. 19, 2022 Lunch@CCU	Lunch@CCU		Halal Lunch	Halal Lunch
13:00~16:00			-Airport pickup to accommodation 11/20 [Free time]	[Excursion 1] Chinese Culture University (Office)			
18~20:00			17:00-19:00 【 Welcome Party 】	【 Group Work 】		【 Group Work 】	【 Group Work 】

Appendix 2

Behavior Code and Rules and Regulations

Chinese Culture University promotes an educational atmosphere where chaperons and students support one another with genuine respect. As a student participant, it is your responsibility to help make the study tour a positive and enjoyable experience for yourself, fellow students and chaperones. All participants are expected to demonstrate high standards of conduct and to accept personal responsibility and consequences for their action. You are expected to exhibit honesty, courtesy and consideration towards others. This includes those in your group, as well as anyone else with whom you may come in contact, such as professors and fellow students on CCU campus, and people at venues where you will be visiting or staying.

2022 Business and Cultural Study Excursion Student Agreement

I, _____, acknowledge that I have voluntarily applied to 2022 Business and Cultural Study Excursion ("Program") offered by Chinese Culture University (hereinafter "CCU").

Disclosure of Risks and Responsibilities

In entering into this Agreement, I understand and agree to all of the following:

- Travel to any foreign country may involve changes in plans, unexpected delays, and limited access to some services.
- I am subject to the laws of the Republic of China (Taiwan).
- By their very nature, the use of transportation, housing, food and other goods and services or activities in connection with participation in this program and tour carries a risk of personal injury, property loss, or both, to participants. In spite of these risks I wish to participate in the program, and assume the liability and responsibility for any and all potential risks that may be associated with participation in the program.
- I have no known medical condition that would risk my health or safety by my participating in the course and tour.
- I am expected to follow all applicable policies and regulations of CCU that may apply to the course and excursions, and adhere to the student code of conduct.
- I understand that travel to or in a foreign country and residing and studying in a foreign country may involve danger and the risk of personal harm. I am voluntarily participating in these activities with knowledge of the danger involved. I hereby agree to accept any and all risks of injury.
- By my participation in this Program, I voluntarily assume all risks involved in

such travel and presence abroad, whether expected or unexpected. I hereby acknowledge that I have been warned of such risks, and that I have been advised to take appropriate action and to govern myself accordingly.

- I agree to comply fully with the rules of CCU, and UNAIR. I agree that CCU and UNAIR have the right to terminate my participation at any time for failure to maintain standards or for any actions for conduct which CCU and UNAIR deem to be incompatible with the interest, harmony, comfort and welfare of other student participants with no refund of moneys paid. In the event of termination, I agree to be sent home at my own or parent's expense. I understand that this is an organized program of study and that group standards must be observed. Except for those periods designated as free time, I will at all times remain under the supervision of CCU and Airlangga University.

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND CONTRACT BETWEEN ME AND THE CHINESE CULTURE UNIVERSITY AND SIGN IT OF MY OWN FREE WILL.

Dated: _____

Releasor: _____

(Signature of Student)

Appendix 3

Consent to Photograph, Film, or Videotape A Student for Non-Profit Use

(e.g. educational, public service or health awareness purposes)

I, _____, hereby consent to the participation in 2022 Business and Cultural Study Excursion, the taking of photographs, movies or video tapes of the Student named above by Chinese Culture University.

I also grant to Chinese Culture University the right to edit, use, and reuse said products for non-profit purposes including use in print, on the Internet, and all other forms of media. I also hereby release Chinese Culture University from all claims, demands, and liabilities whatsoever in connection with the above.

Signature of Student/Professor: _____

Date: _____

IN WITNESS WHEREOF, the parties have executed this agreement on the date set forth below.



(Signature)

(Signature)

Prof. Dr. Dian Agustia, S.E., M.Si., Ak., CA., CMA

Dr. Shu-Hua Yeh

Dean, Faculty of Economics and Business

Dean, College of International Studies and

Foreign Languages

Universitas Airlangga

Chinese Culture University

Address: Jl. Airlangga No.4 - 6, Surabaya,

Address: No. 55, Hwa-Kang Rd., Shilin Dist.,

Indonesia

Taipei City 111396

Date: 10 November 2022

Date: 2022. 11. 5