

THE PROTOCOL SCHOOL OF WASHINGTON®

INTERNATIONAL PROTOCOL MANAGER TRAINING | INSTRUCTOR-LED DISTANCE LEARNING

TRAINING AGREEMENT

This AGREEMENT made this _____ by and between _____ (hereinafter referred to as "Trainee") and The Protocol School of Washington® (hereinafter referred to as "School").

WHEREAS Trainee has enrolled in School's Instructor-Led Distance Learning (hereinafter referred to as IDL) Program, *International Protocol Manager Training*; to be conducted during the **13 December 2020 to 20 January 2021** (hereinafter referred to as "Cohort"); and

NOW THEREFORE, in consideration of the mutual promises and agreements made herein, the above-named parties agree as follows:

1. School agrees to staff, coordinate, and provide access to the School's IDL training to prepare Trainee to perform the duties of an International Protocol Manager, Officer, or Specialist.
2. School will provide professional instruction and IDL training modality in order to complete the training.
3. School's IDL Modules consist of the following 9 interactive sessions:
 - a. Protocol History, Precedence & Positioning
 - b. Flags & Logos
 - c. Seating
 - d. Titles and Forms of Address
 - e. Personal Diplomacy & Dining Skills
 - f. Gifts
 - g. VIP Management
 - h. Logistics & Event Management
 - i. Ceremonies

Session formats include presentations by leading protocol experts and interactive exercises for skill development.

4. In conjunction with the Training, Trainee shall receive comprehensive digital workbooks to use during and after the training as reference guides.
5. A digital Certificate of Completion will be issued to Trainee upon successful completion of the training, documenting that the Trainee was trained by The Protocol School of Washington.

6. LIMITATIONS ON USE.

Limitations on Use of Program Materials

- a. School grants to its registered users non-transferable, non-exclusive and revocable permission to the Trainee to use the Training for the disclosed term. Training is solely for Trainee's personal, non-commercial use. You may not use the training in any way in exchange for monetary consideration. Individuals other than the Trainee may not access or view this electronic file or use supporting materials, whether electronically or in print. The Trainee is permitted online access to the Training and may download, save, or print one hard copy of discreet sections for your sole reference.
- b. All Program Materials provided to IDL *International Protocol Manager Training* Trainee are owned by School and protected by U.S. and international copyright laws.

U.S. and international copyright laws prohibit the copying, distribution, use or display of a copyrighted work without the prior permission of the copyright owner. These restrictions apply to software as well as written material and extend to the making of derivative works or compilations of any copyrighted material.

- c. Specific prohibitions include but are not limited to the following:
 - (1) **Trainee is prohibited from copying, video graphing, photographing, or taking screen shots of any of the virtual classroom sessions.**
 - (2) **Trainee shall not use the Program Materials in or as the basis of a film, video, television or radio program, audio cassette, CD-ROM, DVD, article, story, card, pamphlet, book, or any written published or unpublished work.**
 - (3) Trainee shall not sell, loan, lease, store in an information and/or retrieval system, transmit, adapt, or translate to another language any Program Materials and shall not permit or sublicense others to do so.
 - (4) Trainee may not use the Program Materials to train others to be a protocol manager, officer, or specialist. Trainee shall not permit others to present, use, or teach a program using all or part of the Program Materials.
 - (5) Trainee acknowledges that IDL Training Modules are for the exclusive use of the Trainee only. Using or sharing of Login Details to the System that provides access to the Program Materials is prohibited and is cause for immediate termination of access without notice to Trainee.
 - (6) Violations can result in civil and criminal penalties.

General Restrictions

- a. Trainee acknowledges that THE PROTOCOL SCHOOL OF WASHINGTON[®] is a registered trademark and no authorization is given to use The Protocol School of Washington[®],

except when providing credit and except insofar as the mark appears on Trainee's Certificate of Completion.

9. Trainee agrees to pay School a training fee of \$ 6,500.00 (U.S.D.), plus a VAT tax of 5% (a total of \$6,825.00 (U.S.D)). All training fees are payable in-full by Trainee upon registration for the IDL course.

Course Tuition and Additional Fees Schedule

Amount	Procedure
\$6,825.00 (U.S.D.)	Course Tuition/Training Fee inclusive of 5% VAT
\$ 50.00 (U.S.D.)	Registration Transfer Fee within Same Modality
\$ 100.00 (U.S.D.)	Registration Fee for Cancellation or No Show

b. **Tuition & Fees:**

Enrolled trainees agree to complete payment of tuition (as listed in the Training Agreement Form) upon registration for the course. Trainees acknowledge receipt of training agreement and agree to all tuition payment obligations.

c. **Cancellation Policy:**

Cancellations received 5 days prior to the training Cohort start date, and prior to accessing the IDL module materials, will receive 100% of all tuition fees, less a \$100.00 (U.S.D.) registration fee. The Protocol School of Washington will accept cancellation requests by phone or in writing. A refund will be issued in accordance with the Refund Policy denoted below. Because of the upfront investment in training materials and administrative details, The Protocol School of Washington will refund all tuition monies less the \$100.00 (U.S.D.) registration fee.

Any refund due will be issued to the original form of payment.

If a demonstrated personal emergency interferes with your course of study, you have up to one (1) year to complete all 9 modules. Trainee must notify School of personal emergencies as soon as possible via phone or in writing.

All refunds due will be made within forty-five (45) calendar days of the first scheduled module, provided Trainee has not accessed any IDL module materials.

The Protocol School of Washington reserves the right to substitute instructors, change dates and/or times, or cancel scheduled modules due to insufficient enrollment or unexpected circumstances. Should this occur, Trainee will be notified immediately and transferred at no cost to a subsequent module of the cancelled topic.

If The Protocol School of Washington cancels the IDL program in its entirety subsequent to a Trainee's registration, the institution will refund all monies paid by the student.

d. **Transfer Policy:**

If the Trainee has committed to a specific IDL Cohort and wishes to transfer to a future IDL Cohort, a request must be submitted to the Training Manager via email or phone, along with a registration transfer fee of \$50.00(U.S.D.) to cover administrative fees and expenses.

All transfers apply only to the *International Protocol Manager Training Program*, in which you are enrolled.

All Transfers are contingent upon availability.

8. In the event Trainee should breach the terms and conditions of this Agreement, the rights, authorizations, and permissions granted herein shall immediately terminate. Upon such termination of this Agreement, Trainee shall return immediately to School all Program Materials in Trainee's possession. In the event School must engage an attorney to enforce its rights under this Agreement, it shall be entitled to recover reasonable attorneys' fees.
9. This Agreement is exclusive to Trainee and Trainee shall not sell, assign, or sublicense any of the rights, authorizations or permissions granted herein.
10. This Agreement constitutes the full and entire understanding between Trainee and School and supersedes all prior written or oral Agreements made with respect to the subject matter of this Agreement. No modification or cancellation of any term or condition of this Agreement shall be effective unless signed in writing by both parties.
11. Disputes under this Agreement shall be governed by, and construed in accordance with, the laws of the United Arab Emirates as applicable in the Emirate of Dubai, and Trainee hereby consents to submit to the jurisdiction of such courts.
12. All notices to be given and all payments to be made under this Agreement shall be given or made at the respective addresses of the Trainee and School.

[Signature Page Follows]

13. **Student Acknowledgement:**

I acknowledge the terms of the refund policy and attest that I understand the content of this agreement. _____ (initials)

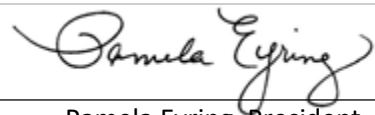
I acknowledge that I am enrolling with The Protocol School of Washington for the sole purpose of my personal and professional development and not at the direction of, or for the benefit of, any Protocol or Etiquette training competitor. I have read, understand and agree to the terms of this document. I understand that the Training Agreement Schedule is part of this agreement. _____(initials)

I acknowledge that I will not copy, video, photograph, or take screen shots of any of the virtual classroom sessions. _____ (initials)

I acknowledge that neither I nor my paying organization, if applicable, shall use the Program Materials in or as the basis of a film, video, television or radio program, audio cassette, CD-ROM, DVD, article, story, card, pamphlet, book, or any written published or unpublished work. _____ (initials)

14. Please complete the Agreement by initialing the Student Acknowledgement (paragraph 13), signing and printing your name and adding the date on the designated lines. Return one signed Training Agreement to the School via mail, e-mail, or fax.

The Protocol School of Washington®



By:

Pamela Eyring, President

Date

Date

Trainee (Signature)

Trainee

The Protocol School of Washington®

Post Office Box 676

Columbia, South Carolina 29202

HQ: +1.803.407.4177 | DC: 202.575.5600 | Fax: 803.407.4366

Dubai Office: +971.4.3757555 | Fax: +971.4. 4526111

info@psow.edu | infomena@psow.edu | www.psow.edu