

THE PROTOCOL SCHOOL OF WASHINGTON®

INTERCULTURAL ETIQUETTE AND PROTOCOL TRAINER

TRAINING AGREEMENT

This AGREEMENT made this ____ [DATE] ____ by and between ____ [TRAINEE NAME] ____ (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") Training Program, *Intercultural Etiquette and Protocol Trainer*; to be conducted during the [START DATE] to [END DATE] dates (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. **SERVICES PROVIDED BY SCHOOL.** Upon payment of the tuition and fees set forth in Section 4A below, School agrees to provide the following services to Trainee:
 - A. Conduct a ten (10) session IDL training program ("Program") to assist Trainee to be able to present Intercultural Etiquette and Protocol seminars and briefings in the English language. During the Program, School will present the seminars, *How to Succeed in the International Arena®*, *Dine Like a Diplomat®*, *Outclass the Competition® – Business Etiquette*, *Outclass the Competition® - Dining Skills*, *Business Protocol for Professionals™* and *The Power of Professional Presence™*.
 - B. School training consists of one session each week for a total of 10 weeks. Each session will be up to three (3) hours of live online instruction with up to two (2) hours of prework assigned prior to start of each live session.
 - C. School agrees to provide instructors who will teach the IDL Program via online virtual meeting software. School will also provide guidance on use of the Learning Management System (LMS) and participation in virtual meeting sessions through a video-based orientation.
2. **MATERIALS AND LICENSING PROVIDED BY SCHOOL.**
 - A. Upon School's receipt of the tuition referred to in Section 4A below, Trainee shall receive access to the LMS in which digital copies of the Program Materials for each scheduled session will be provided throughout the duration of the IDL Program.:
 - (i) Workbooks and Presenter's Manuals for presenting the seminars *Outclass the Competition® – Business Etiquette*; *Outclass the Competition® – Dining Skills*, *Dine Like a Diplomat®*, *How to Succeed in the International Arena®*, *Business Protocol for Professionals™* and *The Power of Professional Presence™*.
 - (ii) Intercultural Etiquette and Protocol Trainer Trainee's Manual serves as a permanent guide in conjunction with the following materials by instructors: *Materials and Marketing*, *P.R. Primer*, *Speakers Training Camp and Next Steps*. Materials include

marketing the seminars, pricing guide, promotional and presentation guidelines, sample needs assessment of prospective clients, proposal, memorandum of agreement, evaluation forms for briefings and seminars, guidelines for developing stationery and promotional materials, and presentation skills to teach online and in-person. Manual will also include trainer tips. Trainee will have access to the GlobeSmart subscription for the amount of time conveyed during class.

- B. Upon School's receipt of the tuition referred to in Section 4A below, Trainee shall be able to access digital copies of the following materials through the LMS during the course and for a period of 3 months after graduation to allow for download of one copy of the materials (note: digital copies identified as "ReprintMaterials" allow Trainee to personalize, reprint or provide to their participants as a downloadable PDF or in hard copy):
- (i) REPRINT MATERIALS: Digital master copies of the workbooks *Outclass the Competition - Business Etiquette*; *Outclass the Competition - Dining Skills, Dine Like a Diplomat*, *How to Succeed in the International Arena*, *Business Protocol for Professionals* and *The Power of Professional Presence* for limited reprint purposes. (Trainee to personalize and reprint.)
 - (ii) REPRINT MATERIALS as note takers: PowerPoint® slides to use with the seminars *Outclass the Competition - Business Etiquette*; and *Outclass the Competition - Dining Skills, Dine Like a Diplomat*, *How to Succeed in the International Arena*, *Business Protocol for Professionals* and *The Power of Professional Presence*.
 - (iii) REPRINT MATERIALS: Additional digital reproducible master copies of Resources used to present the seminars (*i.e.*, flyers, logos, short speeches, briefing outline, presentation scripts) for unlimited reprinting for advertising and promotional purposes. (Trainee to personalize and reprint.)
 - (iv) NOT REPRINTABLE: Digital master copy of the Presenter's Manuals for presenting the seminars *Outclass the Competition - Business Etiquette*, *Outclass the Competition - Dining Skills, Dine Like a Diplomat*, *How to Succeed in the International Arena*, *Business Protocol for Professionals*, and *The Power of Professional Presence*. (These master copies are for Trainee's use only to present the seminars as a trainer.)
- C. Upon successful completion of the Training Program, which School determines in its sole discretion, School shall issue a digital Certificate of Completion to Trainee, provided Trainee has attended 90% of the Program and passed each session quiz with a 70% or above. The Certificate of Completion will indicate that the Trainee is trained and licensed by The Protocol School of Washington®. Trainee is granted a limited, non-exclusive and personal license as set forth in Section 3 during the term of this Agreement and any renewals thereof and provided that Trainee has paid the tuition fees and subsequent reprint renewal fees referred to in Sections 3B(i) and 4A below.
- D. Attendance and Continuing Education Units Awarding: In order to receive Continuing Education Units (CEUs), Trainee must attend at least 90% of the course and pass all quizzes with a 70% or above. Trainee must also actively participate in all exercises and activities and

demonstrate to School's satisfaction an understanding and comprehension of the tasks assigned. Course facilitators and training managers designated by the School will observe and evaluate Trainee participation to determine if Trainee understands the material and if Trainee passes or fails the course for the purpose of awarding CEUs.

3. LICENSE TO PROGRAM MATERIALS AND REPRINT MATERIALS AND LIMITATIONS ON USE.

A. LICENSE AND LIMITATIONS ON USE OF PROGRAM MATERIALS

- (i) Trainee acknowledges and agrees that any Program Materials that are provided or made available to Trainee for use are owned by the School and protected by copyright and trademark laws and the terms of this Agreement, in addition to any license terms that may accompany the Program Materials. School shall, at all times during the continuance of this Agreement and after the term or termination hereof, retain full and complete title to and sole and exclusive ownership of the Program Materials and any deliverables, modifications, addendums, or the like thereto. Subject to the terms of this Agreement, School hereby grants Trainee a limited, non-exclusive, personal, non-sublicensable, non-transferable, non-assignable license to use the single copy of Program Materials for its own internal use and to teach etiquette, protocol, and dining to individuals in a classroom-style setting (i.e. at an actual physical location) or virtually live online (not recorded or created into an instructional CD, DVD, video or through e-learning) to persons who are the ultimate end-users (or intended beneficiaries) of such etiquette, protocol, and/or dining instruction; provided however, that no portion of the Program Materials (the materials to train you as a trainer) may be reproduced, published or provided to the Trainee's participants. This license shall terminate at the end of five (5) years, unless Trainee enters into a Renewal Agreement referred to in Section 3B(i). School may, in its sole and exclusive discretion, elect not to enter into any Renewal Agreement with Trainee in which case the Agreement shall terminate at the end of the original term or end of any term of any Renewal Agreement then in force.
- (ii) Trainee may not reproduce or publish any portion of the Program Materials or make any backup copy. Should any portion of the Program Materials become destroyed or damaged, Trainee may request School to provide a replacement copy of such destroyed or damaged portion for a fee.
- (iii) The rights and licenses granted herein to Trainee relative to the Program Materials are personal in nature and are neither transferable nor assignable without the prior written consent of School.
- (iv) Specific prohibitions relating to the Program Materials include but are not limited to the following:
 - (1) Trainees are not allowed to reproduce, license, sublicense, sell, modify, change or make derivative works, as defined in the US Copyright Act (17 USC Section 101 et. seq.), of the Program Materials. Trainee or organization representative shall not use the Program Materials in or as the basis of a film, video, television, internet or radio program, audio cassette, podcast, CD-ROM, DVD, e-learning lesson, article, social media post, story, card,

pamphlet, book, or any written published or unpublished work.

- (v) Trainee has no right to sublicense or permit others to use Program Materials. If Trainee is sponsored or hired to teach, Trainee must notify the employer or sponsor that the Program Materials are owned by the School and that the School has personally licensed Trainee to use the Program Materials, but that the license does not extend to the employer or sponsor.

B. LICENSE AND LIMITATIONS ON USE OF REPRINT MATERIALS

- (i) Trainee acknowledges and agrees that any Program Materials that are provided or made available to Trainee for use are owned by the School and protected by copyright and trademark laws and the terms of this Agreement, in addition to any license terms that may accompany the Program Materials. School shall, at all times during the continuance of this Agreement and after the term or termination hereof, retain full and complete title to and sole and exclusive ownership of the Program Materials. Subject to the terms of this Agreement, School hereby grants Trainee a limited, non-exclusive, personal, non-sublicensable, non-transferable, non-assignable license to duplicate the Reprint Materials (specified in Section 2B) and distribute one copy to each participant who attends in person a class being taught live virtually or in-person (classroom style) by Trainee domestically or abroad for a period of five (5) years from the date the Trainee completes the Program. At the end of the five (5) year period, this license to reproduce the Reprint Materials shall immediately terminate unless Trainee enters into a renewal agreement (“Renewal Agreement”) with School, subject to School’s acceptance which may be withheld for any reason, to renew this license and permission to duplicate and distribute the Reprint Materials, use the titles of seminar programs, display digitally or in hard copy marketing collateral and use the *Trained and Licensed by The Protocol School of Washington* logo. School may, in its sole and exclusive discretion, elect not to enter into any Renewal Agreement with Trainee in which case the Agreement shall terminate at the end of the original term or term of any Renewal Agreement then in force. The Renewal Agreement shall have a term of not more than five (5) years, as defined by School, and has a current fee of five hundred US dollars (\$500.00) for each five (5) year renewal period. School may change the terms of the Renewal Agreement and the associated fee upon reasonable notice to Trainee.
- (ii) Failure to enter into the Renewal Agreement to use, duplicate and distribute the Reprint Materials prior to or at the end of the five-year period results in a termination of all licenses granted in this Agreement, thereby, specifically prohibiting Trainee from using the Program Materials to teach etiquette, protocol, and dining, from reproducing the Reprint Materials and use of PSOW’s name, seminar titles and logos. Trainee must immediately cease using PSOW’s logo and seminar titles (image and titles provided below) and must further cease using any advertising or notice (for example, on any website or in any training materials) that states that they are trained and licensed by School.



SEMINAR TITLES:

Outclass the Competition® - Business Etiquette

Outclass the Competition® - Dining Skills

Dine Like a Diplomat®

How to Succeed in the International Arena®

Business Protocol for Professionals™

The Power of Professional Presence™

- (iii) If available and provided Trainee has entered into the Reprint Agreement, updated and new Reprint Materials for use in reprinting may be purchased from School at the end of the five (5) year period and any renewal period for use during the term of the Reprint Agreement, which is currently five (5) years.
- (iv) The ability to duplicate and distribute the Reprint Materials described above is limited to duplication and distribution by Trainee to Trainee's participants (one copy per participant). General distribution of the Reprint Materials is prohibited. The rights granted to Trainee under this reprint permission does not include the right to modify, make derivative works, or to otherwise change the content or illustrations contained in the Reprint Materials. Trainee agrees to ensure that all copies, duplications, or reprints of the Reprint Materials made by or for Trainee include the copyright notice of School and any other restrictive rights legends, trademark or copyright notices. Trainee may place an insert cover and rear page that identifies Trainee and that states that the Trainee has been trained by the School, but that makes clear that Trainee is not associated with, sponsored, or affiliated directly with School. Trainee may change the order of the pages and/or remove pages not used for a specific presentation for which they may be hired, provided all trademark and copyright notices remain on all pages.
- (v) The rights and licenses granted herein to Trainee are personal in nature and are neither transferable nor assignable without the prior written consent of School.

C. GENERAL RESTRICTIONS AS TO BOTH PROGRAM MATERIALS AND REPRINT MATERIALS

- (i) Trainee shall not sell, loan, lease, store in an information and/or retrieval system accessible to others or transmit to others any Program Materials or Reprint Materials and shall not permit or sublicense others to do so. Notwithstanding anything to the contrary, Trainee may not: a) remove any proprietary, copyright or trademark notices or legends from the Program Materials or Reprint Materials; b) cause, permit or authorize the modification, creation of derivative works, translation or unauthorized use of the Program Materials or Reprint Materials; c) sell, assign, rent, lease, act as an online education or seminar service, or grant rights in the Program Materials or Reprint Materials, including, without limitation, through sublicense, to any other

entity without the prior written consent of School, which School may refuse in its sole discretion; d) export or re-export the Program Materials or Reprint Materials, except as authorized in writing by School; e) use the Program Materials or Reprint Materials for any commercial purpose or the benefit of any third party or charge any person for the use of the Program Materials or Reprint Materials, unless that third party is a tuition-paying participant and attendee of a live virtual or in-person training session of Trainee and that Trainee's participant receives no portion of the Program Materials and not more than one (1) copy of the Reprint Materials and the participant has agreed to terms of use approved in advance by School; or f) use the Program Materials or Reprint Materials to, or in any way that would violate any applicable law, regulation or ordinance; g) use the Program Materials or Reprint Materials in any manner that competes directly or indirectly against School, unless approved otherwise in writing by School; h) use the Program Materials or Reprint Materials to train and certify or license others to teach etiquette, protocol and dining; or i) permit others to present, use, or teach any seminar or program using all or any part of the Program Materials or Reprint Materials in any format (i.e., classroom, online, or instructional video).

- (ii) Trainee acknowledges that THE PROTOCOL SCHOOL OF WASHINGTON[®] is a registered trademark and no authorization is given to use The Protocol School of Washington[®] or any other trademarks of School, except when providing credit and except insofar as the mark appears on Trainee's Certificate of Training and on Reprint Materials, which Trainee is authorized to reprint pursuant to this Agreement.
- (iii) Trainees who desire to train in countries other than the United States and Canada are permitted to do so within the English language, provided all copyright and trademarks are appropriately on each page. Trainee's who desire to culturally modify and translate the seminar materials to another language other than the English language are required to notify School and complete an Addendum to this Agreement that outline the additional terms and fees.
- (iv) Non-Competition. Trainee shall not, for a period of three (3) years after the termination of this Agreement and any renewals thereof, engage or compete, directly or indirectly, or through any corporations or associates in any etiquette, protocol, and dining business identical or substantially similar to that of School.
- (v) Unless the prior written consent of School is obtained, Trainee shall not use any trademark or trade name of School except to the extent such trademark or trade name is reproduced when Trainee exercises the license to copy the Reprint Materials in which case Trainee must reproduce all trademarks and copyright notices on the Reprint Materials.
- (vi) The only relationship between School and Trainee which is intended to be created by this Agreement is that of licensor and licensee. Trainee shall not be nor represent itself to be, an agent, employee, partner or joint venturer, sponsored by, or affiliate of the School, nor shall Trainee transact any business in the name of School, nor on School's behalf, nor in any manner or form make promises, representations or warranties or incur any liability, direct or indirect, contingent or fixed, for or on behalf of the School.

Trainee has no right to sublicense or permit others to use Program Materials. If Trainee is sponsored or hired to teach, Trainee must notify the employer or sponsor that the Program Materials are owned by the School and that the School has personally licensed Trainee to use the Program Materials, but that the license does not extend to the employer or sponsor.

4. LICENSE AND TUITION FEES, CANCELLATION, WITHDRAWAL AND/OR

TRANSFER. Course Tuition and Additional Fees Schedule

Amount	Procedure
\$7,800.00 USD	Course Tuition/Training Fee
\$ 20.00 USD	Handling Fee for Returned Checks
\$ 50.00 USD	Registration Transfer Fee within Same Modality
\$ 100.00 USD	Registration Transfer Fee to Different Modality
\$ 100.00 USD	Registration Fee for Cancellation or No Show

A. LICENSE AND TUITION & FEES

Trainee agrees to pay School a training and license fee of seven thousand eight hundred US dollars (\$7,800.00) which shall be paid upon registration for the Training Program. Enrolled Trainee agrees to complete payment of tuition (as listed in this Agreement) prior to commencing instruction. Trainee acknowledges receipt of this Agreement and agrees to all tuition payment obligations. Failure to complete payment will result in the discontinuation of your enrollment. Returned checks are subject to a \$20.00 USD handling fee.

B. IF YOUR PLANS CHANGE

We understand that sometimes your preparation plans may change and that you may not be able to attend the Program during the scheduled Cohort. You may attend the same course within the same modality one time within one year of your original Cohort start date for a registration transfer fee of \$50.00 USD. If you choose to switch to a different modality, the transfer fee of \$100.00 USD will apply. If circumstances beyond your control such as illness or family related issues arise during your training and you are unable to complete your course as originally enrolled, School will allow you to return to another scheduled Cohort to finish only the sessions missed. For all other changes in plans, School offers the following refunds set forth in Sections 4(C) – 4(E):

C. CANCELLATION (PRIOR TO START OF PROGRAM)

At any time prior to the start of the Program, Trainee may withdraw their attendance and receive 100% of all tuition fees, less a \$100.00 USD registration fee, provided Trainee has not received or accessed any Program Materials. School will accept cancellation requests verbally or in writing. A refund will be issued in accordance with the following Refund Policy:

- (i) In the event a third party paid your tuition, any refund due will be issued to that third party.
- (ii) If a demonstrated personal emergency interferes with your course of study, you can postpone your enrollment once, for up to one year from your initial Cohort start date, at the sole discretion of the School. A written request detailing the basis for the

emergency shall also be provided at the time of the request.

- (iii) All refunds will be made within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.
- (iv) In the event Trainee applies and pays fees to attend a Program, but is later rejected by School, which School may do in its sole discretion, then School agrees to refund the applicant all monies paid by the applicant within a reasonable period of time.
- (v) If School cancels or is unable to present a program subsequent to a Trainee's enrollment, School will refund all monies paid by the Trainee within a reasonable time after cancellation.

D. WITHDRAWAL PROCEDURE (AFTER START OF PROGRAM)

- (i) A trainee choosing to withdraw from the School after the commencement of class is to provide verbal or written notice to the Registrar of the School. The notice must include the expected last date of attendance by the trainee.
- (ii) If special circumstances arise, a Trainee may request, in writing, a leave of absence, which should include the date the Trainee anticipates the leave beginning and ending. The withdrawal date will be the date the Trainee is scheduled to return from the leave of absence but fails to do so.
- (iii) All refunds due will be made within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.
- (iv) Refunds will be calculated based on the Program and Reprint Materials that have been delivered to the Trainee as of the date of withdrawal. Access to the LMS and course content will cease on the last date of attendance as it relates to withdrawal from the program.

E. 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 Registrar or Training Manager via email or phone, along with a registration transfer fee of \$50.00(U.S.D.) to cover administrative fees and expenses.

If the Trainee has committed to an IDL Program and wishes to transfer to a training offered in a different modality (i.e. in-person), a request must be submitted to the Registrar or Training Manager via email or phone, along with a registration transfer fee of \$100.00 (U.S.D.), to cover administrative fees and expenses. The Trainee has until two (2) weeks prior to the start date of both the specific IDL Cohort originally enrolled in and the new modality Program start date to transfer.

All transfers of modality will be assessed by the School for tuition variance. Variances resulting in an overpayment of tuition upon transfer of Programs will be refunded within forty-five (45)

days from the date of transfer. Variances resulting in an underpayment of tuition upon transfer of Programs will be notified in advance and provided an invoice reflecting the balance due. Acceptance into a course will be contingent upon the payment of any balance due.

All transfers apply only to the *Intercultural Etiquette and Protocol Trainer Program*, in which you are enrolled.

All Transfers are contingent upon availability.

5. TERMINATION

- A. This Agreement shall expire on the fifth-year anniversary date hereof, unless Trainee enters into a Renewal Agreement referred to in Sections 3(A)(i) and 3(B)(i), in which case the Agreement shall continue for the term of the Renewal Agreement. In the event Trainee should breach the terms and conditions of this Agreement or the Renewal Agreement, the rights, authorizations, and licenses granted herein shall immediately terminate. Upon such termination of this Agreement or the Renewal Agreement or upon School's request, Trainee shall immediately return to School all Program Materials and Reprint Materials, and all copies of the Reprint Materials in Trainee's possession or control. For example, Trainee must return all hard copies and electronic copies on any electronic media, such as compact discs, flash drives, cloud storage drives and the like. Any access to the LMS and course content will cease immediately. In the event School must engage an attorney to address Trainee's breach or to enforce School's rights under this Agreement, it shall be entitled to recover reasonable attorneys' fees. School may, in its sole and exclusive discretion, elect not to enter into any Renewal Agreement with Trainee in which case the Agreement shall terminate at the end of the original term or term of any Renewal Agreement then in force.

6. NON-ASSIGNABILITY

- A. This Agreement is exclusive to Trainee and Trainee shall not sell, assign, or sublicense any of the rights, authorizations or permissions granted herein.

7. DISCLAIMER OF WARRANTY AND INDEMNIFICATION

A. DISCLAIMER OF WARRANTIES

- (i) School does not and cannot warrant the performance or results Trainee may obtain by using the Program Materials or Reprint Materials or by attending the training program.
- (ii) The Program Materials and Reprint Materials and services provided are all provided on an "as is" and "as available" basis and trainee assumes all risk associated with the use thereof. School expressly disclaims all warranties of any kind, whether express or implied, including, but not limited to, the implied warranties of merchantability, fitness for a particular purpose and non-infringement.
- (iii) School reserves the right to cancel or make changes or updates to the Program Materials or Reprint Materials and training program at any time and without notice or liability to Trainee.

- (iv) Some states or jurisdictions do not allow the exclusion of implied warranties or limitations on how long an implied warranty may last, so the above limitations may not apply to Trainee.

B. INDEMNIFICATION

- (i) Trainee does hereby agree to indemnify, defend and save harmless School from any and all liability to third parties, as well as School's cost of litigation (including without limitation School's attorney fees), resulting from any breach of this Agreement or any Renewal Agreement or any misuse, alteration, plagiarism, or unauthorized use or dissemination by Trainee of the Program Materials or Reprint Materials.

8. LIMITATION OF LIABILITY

- (i) In no event shall school be liable for any direct, indirect, incidental, special or consequential damages, or damages for loss of profits, revenue, incurred by Trainee or any third party, whether in an action in contract or tort, arising from Trainee's access to, or use of, the Program Materials or Reprint Materials.
- (ii) Some jurisdictions do not allow the limitation or exclusion of liability. Accordingly, the above limitation may not apply to Trainee, in which case School's entire liability and Trainee's sole remedy shall be a refund of the tuition paid by Trainee.

9. ENTIRE AGREEMENT

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. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, personal representatives, successors, and permitted assigns.

10. JURISDICTION, VENUE AND DISPUTES

Disputes under this Agreement shall be resolved under the laws of the state of South Carolina. Any litigation arising out of this Agreement shall be brought in the state or federal courts located in Lexington County, South Carolina, and Trainee hereby consents to jurisdiction and venue of such courts.

11. NOTICES

All notices to be given under this Agreement shall be given or made in writing by Certified Mail or courier to the respective addresses of the Trainee and School.

12. TRAINEE 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)

- 13. Please complete the Agreements by initialing the Trainee Acknowledgement (paragraph 12), signing and printing your name and adding the date on the designated lines. Return one signed Training Agreement to the School via e-mail.

The Protocol School of Washington®

Date

By: _____
Pamela Eyring, President

Date

Trainee (Signature)

Trainee

The Protocol School of Washington®
Post Office Box 676
Columbia, South Carolina 29202
Headquarters 803.407.4177
Washington DC 202.575.5600
Facsimile 803.407.4366
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THE PROTOCOL SCHOOL OF WASHINGTON®

INTERCULTURAL ETIQUETTE AND PROTOCOL TRAINER

TRAINING AGREEMENT ADDENDUM – TRANSLATION OF MATERIALS

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

WHEREAS Trainee plans to culturally modify and translate the Reprint Materials as outlined in Section 2B and 3C(iii) of the original *Intercultural Etiquette and Protocol Trainer Training Agreement* (herein referred to as "Training Agreement") and

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

1. Trainee agrees to pay School a one-time translation fee of fifteen hundred US dollars (\$1500), which shall be paid prior to the completion of the Program as outlined in 1A in the Training Agreement.
2. Upon payment, Trainee is permitted to culturally modify and translate the Reprint Materials as outlined in Section 2B of the Training Agreement into the following languages as requested by the Trainee, with a limit of 3 languages chosen. Requests to translate the Reprint Materials into more than 3 languages will assess an additional fee of five-hundred US dollars (\$500) per additional language.

Translation Language 1: _____

Translation Language 2: _____

Translation Language 3: _____

3. Trainee is responsible for all fees related to translation of the seminar materials.
4. Trainee is responsible for copyedit and accuracy of the translated materials.
5. All translated materials fall under the terms outlined in the Training Agreement.

Please sign and print your name and add the date on the designated lines. Return one signed Addendum to the School via e-mail.

The Protocol School of Washington®

Date

By:


Pamela Eyring, President

Date

Graduate (Signature)

Graduate

The Protocol School of Washington®
Post Office Box 676
Columbia, South Carolina 29202
Headquarters 803.407.4177
Washington DC 202.575.5600
Facsimile 803.407.4366
info@psow.edu | www.psow.edu