ITEMS FOR DISCUSSION AND ACTION\ACADEMIC AND PERSONNEL

November 14, 2019

ACTION: Approve WorldStrides Agreements for Study Abroad for Chadron State College

Chadron State seeks approval of Agreements with WorldStrides to provide planning, logistical, orientation, and on-ground support services for the CSC Art, Education, English, Justice Studies, Business, Counseling and Psychology departments' study abroad programs.

WorldStrides is an independent company based in Charlottesville, Virginia specializing in arranging semester-based study abroad opportunities for individual students to study in foreign countries and planning and logistics services for faculty who are planning small group, short-term faculty-led study abroad programs. Services provided include hotel reservations, on ground transportation, activity and excursion arrangements. ISA will also provide local support personnel to assist the faculty while in England, Ireland and Northern Ireland.

The System Office and Chadron State College recommend approval of the WorldStrides Agreements for Study Abroad for Chadron State College.

ATTACHMENTS:

- Chadron State College Art Track UK Ireland May 2020 (PDF)
- Chadron State College Business Track UK Ireland May 2020 (PDF)
- Chadron State College Education Track UK Ireland May 2020 (PDF)
- Chadron State College English Literature UK Ireland May 2020 (PDF)
- Chadron State College Justice Studies Track UK Ireland May 2020 (PDF)
- Chadron State College Psychology Counseling UK Ireland May 2020 (PDF)

Updated: 10/30/2019 9:15 AM Page 1













Contract for Services

The Board of Trustees of the Nebraska State Colleges doing business as Chadron State College Art Track to London & Dublin May 2020

Contract for Services

This Contract for Services (Contract) is made by and between the Board of Trustees of the Nebraska State Colleges doing business as Chadron State College (College) and Lakeland Tours, LLC. dba WorldStrides (WorldStrides). Contract begins September 30, 2019, and ends June 30, 2020. Program services provided under this Contract are described in detail in Exhibits A and B, which are incorporated by reference into this Contract.

Price and Payment Terms. Prices in this Contract are contingent on having ten (10) full paying participants (FPP) traveling per track. Should the FPP number fall below ten (10) FPP per track, the program will have to be repriced and the Contract will be amended accordingly. Price considerations include, but are not limited to, airline, vendor, or group-imposed schedule changes or delays as well as fuel surcharges or local country taxes and fee adjustments. WorldStrides will communicate in writing any known charges to the College representative. The College will determine if the College or individual participants will be responsible for these additional charges. The prices are fixed in United States dollars, WorldStrides accepts any foreign currency risk including all current local government taxes, where applicable for included services. Group air is based on ten (10) or more participants traveling on the same itinerary. If this number falls below ten (10), group air is no longer applicable and tickets will be subject to the current market price. Participants are responsible for the differences between the quoted group fare and the individual published fare. When booked, seats and price are only guaranteed up to one hundred (100) days prior to departure. Payment as agreed upon by both parties must be received prior to the group's departure. All participants must be fully paid prior to travel unless alternative arrangements have been agreed upon.

College agrees to send a final roster of traveling participants no later than January 31, 2020. If a participant withdraws between the submission of the roster to WorldStrides and sixty (60) days prior to departure, the College will be responsible for non-refundable costs.

	Schedule				
1	Roster due	100 days prior to departure January 31, 2020			
2	Final pre-program payment due	60 days prior to departure March 11, 2020 100% of the total pre-program invoice due			
3	Post-program balance due (if applicable)	30 days after the group returns June 23, 2020 100% of the program costs due, including costs for added services (if applicable)			

Prompt Payment Act. In the event any amount due under this Contract remains unpaid for forty-five (45) days after the due date, the unpaid amount shall bear interest from the 31st day after the due date at the rate specified by the Prompt Payment Act, Neb. Rev. Stat. §§81-2401 to 81-2408.

<u>Fees.</u> There is a thirty five dollar (\$35) service charge on returned checks, declined credit cards, or a declined ECheck. A fee up to two hundred and fifty dollars (\$250) may apply for any correction made to names within seventy five (75) days of the departure date. Those opting to make payment by wire transfer must absorb all fees associated with that transaction, making sure WorldStrides receives full payment for program without fees subtracted from wire amount.

Optional Services. Participants have the option to purchase additional services for their program such as pre and post program hotel nights, airport transfers, appointment tickets, as well as other items. Participants are required to pay in full for all additional items selected through the online portal. Additional services purchased are subject to Standard Fees. Participants must be fully paid in order to travel. No refunds will be provided for additional services cancelled within thirty (30) days of departure. If participant purchases optional travel interruption insurance, terms and conditions of the policy will apply.

<u>Cancellations and Associated Penalties</u>. All Cancellations must be sent in writing via email to WorldStrides at <u>highered@worldstrides.org</u>. Cancellations are effective on the date they are received by WorldStrides.

- 1. International air utilization: Between ninety (90) and sixty one (61) days prior to departure, there is a two hundred dollar (\$200) per seat cancellation penalty.
- 2. Cancellation of international air once tickets are issued: Once any international air tickets are processed and ticketed (approximately forty five (45) to sixty (60) days prior to departure), the entire amount of the airline tickets becomes fully non-refundable. In these instances, the issued tickets will be delivered to the cancelling participants and it may be possible, subject to the airline's rules and change fees, to reuse them in the future. However, WorldStrides is not responsible for such changes, and can make no quarantees regarding the availability of any future use. Tour conductor tickets have no value for later use.



- 3. Cancellations within thirty one (31) to sixty (60) days of departure: For any cancellations received between thirty one (31) and sixty (60) days prior to travel, WorldStrides will retain fifty percent (50%) of the ground services portion of the program fee in addition to any penalties due for international air.
- 4. Cancellations within thirty (30) days of departure: Cancellations received within thirty (30) days of departure are subject to a cancellation fee equal to one hundred percent (100%) of both the ground services and international air, although cancelling participants will receive any issued airline tickets subject to airline restrictions on future use.
- 5. U.S. and foreign departure, customs and security taxes, and fuel surcharges as printed on the ticket, are included and are subject to change until time of ticketing, typically forty five (45) days prior to departure. Note: Fuel surcharges are subject to change until time of ticketing. Early ticketing can be made; however, once ticketed, any future changes will incur a change/cancellation penalty.
- 6. Please note that for any new services added to the itinerary after the Contract is executed, WorldStrides reserves the right to apply the more restrictive cancellation terms between WorldStrides cancellation terms and the third-party supplier. WorldStrides will make best efforts to communicate in writing in a timely manner price increases as a result of any College approved changes.

Independent Contractor. WorldStrides shall be an independent contractor and not a College employee for all purposes, including, but not limited to, the application of the Fair Labor Standards Act, minimum wage and overtime payments, the Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, any Nebraska revenue and taxation law, Nebraska workers' compensation law and Nebraska unemployment insurance law. WorldStrides agrees that it is a separate and independent enterprise from the College, that it has a full opportunity to find other business, that it has made its own investment in its business, and that it shall utilize a high level of skill necessary to perform the work. This Contract shall not be construed as creating any partnership, joint venture, or joint employment relationship between WorldStrides and the College, and the College shall not be liable for any obligation incurred by WorldStrides, including but not limited to unpaid minimum wages or overtime premiums. If WorldStrides has employees or subcontractors, WorldStrides further agrees to maintain at least the prescribed minimum workers' compensation insurance coverage for all of WorldStrides's employees for the duration of this Contract. WorldStrides agrees to furnish the College proof of workers' compensation insurance coverage upon request.

<u>Liability Insurance Requirements</u>. WorldStrides is required to carry liability insurance in the amount of one million dollars (\$1,000,000) per occurrence with a five million-dollar (\$5,000,000) umbrella. WorldStrides's insurance policy shall be primary and non-contributory. The College shall be named as an additional insured party on the policy and the certificate of insurance shall reflect that the policy waives its right of subrogation against the College. A copy of the certificate shall be provided to the College. The College will be named on WorldStrides's liability insurance policy. Participants will have embedded insurance that covers a wide range of health and safety risks, with special coverage for medical-related cancellation, mental health, and security or medical evacuation.

Access to Records. WorldStrides agrees to maintain complete records regarding the expenditures of funds provided by the College under this Contract. WorldStrides agrees to allow authorized representatives of the College, the funding Federal Agency, if any, and the United States Comptroller General, if appropriate, free access at reasonable times to all records generated or maintained as a result of this Contract for a period of three (3) years after the termination of this Contract.

<u>Employee Work Eligibility Status.</u> WorldStrides is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.

Non-Discrimination. WorldStrides agrees to comply fully with Title VI of the Civil Rights Act of 1964, as amended, the Nebraska Fair Employment Practice Act, Neb. Rev. Stat. §§48-1101 to 48-1125, as amended, and Board Policy 5000 in that there shall be no discrimination against any employee who is employed in the performance of this Contract, or against any applicant for such employment, because of age, color, national origin, race, religion, disability, sex, sexual orientation, or gender identity. This provision shall include, but not be limited to employment, promotion, demotion, transfer, recruitment, layoff, termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. WorldStrides further agrees to insert a similar provision in all subcontracts for services allowed under this Contract.

ADA & Drug-Free Workplace Requirements. All provisions of this Contract are subject to the Americans with Disabilities Act (ADA). Further, WorldStrides certifies that WorldStrides operates a drug-free workplace and, during the term of this Contract, will be in compliance with the provisions of the Drug-Free Workplace Act of 1988.



Use of Information; Property Ownership. WorldStrides agrees that any and all information gathered in the performance of this Contract, either independently or through the College, shall be held in the strictest confidence and shall be released to no one other than to the College, without prior written authorization of the College. WorldStrides agrees that no authority or information gained through the existence of this Contract will be used to obtain financial gain for WorldStrides, for any member of WorldStrides's immediate family, or for any business with which WorldStrides is associated except to the extent provided by this Contract. WorldStrides further agrees that any tangible or intangible property, including patents, trademarks and other intellectual property, produced, developed, prepared, or created under the terms of this Contract shall be the property of the College. WorldStrides hereby assigns and transfers to the College all right, title and interest in and to any copyright in any copyrightable materials produced under this Contract.

<u>Parties; Subcontractors; Assignment.</u> References to WorldStrides and the College include the parties' officers, employees, agents, and independent contractors and subcontractors. WorldStrides agrees that no subcontractors shall be utilized in the performance of this Contract without the prior written authorization of the College. WorldStrides agrees not to assign or transfer any interest, rights, or duties in this Contract to any person, firm, or corporation without prior written consent of the College.

<u>Complete Agreement; Governing Law; Amendment</u>. This Contract sets forth the entire agreement of the parties and supersedes all prior negotiations, discussions, and proposals. There are no promises, understandings, or agreements of any kind pertaining to this Contract other than those stated herein. This Contract will be construed, interpreted, governed and enforced under the laws of the State of Nebraska. This Contract may be amended at any time in writing upon the agreement and signature of both parties. In case of any conflicting terms between WorldStrides' proposal and this Contract, the terms of this Contract shall control.

Confidentiality. WorldStrides acknowledges that performance under the terms of this Contract may involve receipt of user data from the College. WorldStrides will utilize user data from the College only in the furtherance of this Contract. WorldStrides will notify College within twenty-four (24) hours of becoming aware of any data breach of its systems which expose confidential College user data. WorldStrides will reimburse the College for any and all expenses incurred by the College as a result of a data breach of WorldStrides's systems. If the user data consists of confidential student information protected by The Family Educational Rights and Privacy Act (FERPA), WorldStrides agrees and acknowledges that WorldStrides is acting as an officer of the College for the purposes of this Contract as defined by Nebraska State College Board Policy 3650 (at the time of this writing available at: https://www.nscs.edu/policy-manual/detail/39-3650-student%20records) and will take necessary steps to safeguard the confidential student information. WorldStrides further acknowledges the obligation and agrees to comply with the General Data Protection Regulation (GDPR) privacy laws in regard to the collection, processing, storage, security, management, transfer and erasure of user data.

Changes to Program. WorldStrides reserves the right to make additions or deletions in the program deemed advisable for the well-being of the group or changes in circumstances. WorldStrides will work with key decision makers at the College regarding additions or deletions to the program that are directly related to the well-being of the group or changes in circumstances. WorldStrides will notify the authorized College representative(s) of any proposed changes or alterations to the program before confirming. Reservations are not transferable.

<u>Individual or Group Non-Program Reservations</u> WorldStrides assumes no responsibility for reservations, travel, or program excursions that are not booked directly through WorldStrides. Further, WorldStrides' insurance programs will not extend to or cover any program element that is not booked directly through WorldStrides.

Health & Insurance. Participants with special medical or physical requirements should investigate destination(s) beforehand and ensure the care and conditions they need will be available. For further information regarding travel to specific destination(s), please visit the Centers for Disease Control and Prevention's Travelers' Health website (https://wwwnc.cdc.gov/travel/). Any physical or mental condition requiring special medical attention or equipment must be disclosed in writing to WorldStrides as soon as the condition is known and registration confirmed. WorldStrides will make efforts to meet special needs, but may alter itineraries accordingly. In compliance with WorldStrides safety and security standards, all participants are covered by insurance underwritten by an independent insurer with benefits, including but not limited to, medical, dental, mental health, and emergency medical and security evacuation coverage. Covered expenses resulting from an on-tour incident must be incurred on tour. Any charges not covered will be the responsibility of the participant. In the rare event of a major medical issue, evacuation, or other serious situation, the College and/or participant may be responsible for additional fees related to staff time and risk management resources, and vendor support, if activated.



Registration, Privacy, and Information Retention. WorldStrides risk management procedures and liability insurance providers require collection of certain information from all participants. As a result, participants are required to register online via WorldStrides secure online registration platform. Because the nature of the business requires coordination with various partners and suppliers who assist WorldStrides to deliver the travel services requested, it is necessary to share certain personal information collected from the online registration system. This includes registration of international travelers' email addresses with the U.S. State Department seven (7) days before travel, which may result in participants receiving urgent email advisories before and during the program. WorldStrides assumes no responsibility or liability for unregistered participants and prohibits their participation in the program. WorldStrides uses commercially reasonable physical, technical, and administrative safeguards to assist us in preventing unauthorized access, use and disclosure of sensitive information. Furthermore, WorldStrides uses industry best-practices for the secure and reasonable retention of information and records. In the event that WorldStrides believes an unauthorized party has obtained access to any protected records, WorldStrides will notify the College immediately.

<u>Visa(s) & Passport</u>. Visa(s) are not required for U.S. citizens entering the United Kingdom and Ireland. Some non-U.S. passport holders will be required to obtain a visa on their own, which is based on embassy or consulate requirements. These participants will be provided documents for any arrangements made by WorldStrides. This may include a hotel confirmation letter and confirmations for intra-program transportation, if applicable. Upon request, WorldStrides can also provide a standard invitation letter and proof of insurance. Other documents may be required, and the participant is responsible for obtaining these independently. Please refer to registration materials to be sure that visa issues are addressed prior to travel. WorldStrides will assist in the visa(s) procurement process, the attainment of a visa(s), including transit visas, however, it is ultimately the responsibility of the participant. WorldStrides will communicate specific visa requirements and guidance to non-U.S. residents following their registration. Regardless of whether visas are required or included in package pricing, a customized visa assessment and toolkit (including application(s) and instruction(s) is emailed to every participant with U.S. residency status following their registration. Inability to travel due to a lack of proper travel documents (Passports & Visas) does not constitute grounds for a refund. WorldStrides' quoted visa processing price is subject to adjustment. Visa documents submitted after the processing deadline may result in late fees. Late fees or consular fee changes are the responsibility of the participant.

<u>Participant Responsibility.</u> All program participants will be responsible for their own actions at all times. WorldStrides assumes no responsibility for participants when they are on their own "free time." The College understands that traveling program participants are solely responsible for the pre-program, program, and post-program medical care in all respects, including, but not limited to, obtaining and taking necessary medication(s), vaccinations and any other medical care and treatment. Furthermore, College understands that it is the participants' responsibility to understand the risks associated while traveling, including, but not limited to, understanding hotel fire safety and emergency evacuation plans at each location. Additional information can be found at the State Department's International Travel website (https://travel.state.gov/).

<u>Participant Behavior.</u> While participating on WorldStrides program, participants are ambassadors of the U.S., the College, and WorldStrides, and participants must behave in a manner that is respectful of the host culture, its people and laws at all times. While on the program, participants remain bound by the College's academic and behavioral rules, including any student code of conduct, and participants can be expelled from the program if he/she breaches such rules. Any costs associated with disrespectful behavior, including damage, will be the responsibility of the participant. In the event a participant is expelled from a program, no refund of any kind will be made. Any expelled participant is responsible for all costs to return home. The College is responsible for informing participants of this behavior standard.

<u>Force Majeure</u>. WorldStrides assumes no responsibility for events beyond its reasonable control, including, but not limited to, acts of God, war (whether declared or not), terrorist or criminal activities, strikes, civil unrest, government restrictions, lost or stolen belongings, overbooking of accommodations, mechanical failure of or delays with transportation, illness, dangers associated with animals, sanitation problems, food poisoning, lack of or quality of medical care, or actual, perceived, or threatened epidemics. WorldStrides shall not be responsible for personal or bodily injury, loss, or damage from any event caused by persons or companies not directly or indirectly controlled by WorldStrides, including without limitation air carriers, bus companies, railways, hotels, subcontracted agents, or tour operators, except to the extent of WorldStrides' negligence or willful misconduct in selecting and contracting with such persons or companies.

Indemnity. To the fullest extent permitted by law, WorldStrides will indemnify, participate in the defense of, and hold harmless the College, and its agents and employees, against any claims, damages, losses and expenses, arising out of or resulting from the provision of travel-related services pursuant to the contracted program, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, but only to the extent caused by the negligent acts or omissions of WorldStrides, or anyone directly employed by WorldStrides. This indemnification is specifically limited by the exclusions in the Force Majeure paragraph. Furthermore, this indemnification will not apply to claims, damages, losses or expenses caused in any part by the College. WorldStrides will name the College as an additional insured under its applicable liability policy for the duration of events and travel booked directly through WorldStrides.



<u>College Representative.</u> The College representative for purposes of monitoring and oversight of this Contract is: Kate Pope, telephone 308-432-7079, email <u>kdpope@csc.edu</u>

Signatures.

By signing below, I acknowledge and agree to the terms of this Contract,

Representative, WorldStrides ISA Custom Programs, Lakeland Tours, LLC. dba WorldStrides		The Board of Trustees of the Nebraska State Colleges doing business as Chadron State College (College) President		
Jennifer Fisher, MBA Vice President of Program Development	10/23/19 Date	Name:	Date:	
		The Board of Trustees of the Nebraska St Chancellor	ate Colleges	
		Name:	Date:	



Exhibit A

Art Track Itinerary in the UK & Ireland

May 10

Departure

Sunday

Group flight departs for London.

Meals Included:

Per airline

May 11

Arrival and Acclimation in London

Monday

Meals Included:

Per airline

London Hotel:

Columbia Hotel or similar (1 of 6)

Transportation:

Coach

- Meet ISA Site Staff and board private coach at the airport for transfer to afternoon cultural tour.
- Receive your public transportation passes for duration of stay in London. Weekly Oyster Card unlimited travel in zones 1 & 2

Guided Tour of Windsor Castle

Entrance and quide included

- After tour, board coach for a WorldStrides ISA Health & Safety Orientation en-route to hotel.
- · Check into the hotel. Free time.

May 12

Tuesday

Meals Included: Breakfast at the hotel

London Hotel:

Columbia Hotel or similar (2 of 6)

Transportation:

Oyster card (unlimited Zones 1&2) River cruise

London: Tate Modern | V&A Museum | Thames Cruise | Royal Observatory

- After breakfast, meet with Art Track faculty director(s) to prepare for the day.
- Meet ISA Site Staff and set off on public transportation for a morning cultural tour.

Self-Guided Tour of Tate Modern

Entrance included and ISA Staff member will serve as support

Guided Tour of Victoria & Albert Museum

Entrance and guide included

- After tour, return to hotel to meet the other tracks.
- Free time-participants on their own for lunch.
- In the afternoon, meet with ISA Site Staff and set off on public transportation for an afternoon cultural tour.

Guided Tour of River Thames Cruise to Greenwich

Entrance fee/cruise ticket and guide included; tour of building exteriors only

• After docking, disembark the boat and set off on foot to the Royal Observatory.

Guided Tour of Royal Observatory

Entrance and guide included

After tour, return to the hotel. Free time.



Wednesday

Meals Included:

Breakfast at the hotel

London Hotel:

Columbia Hotel or similar (3 of 6)

Transportation:

Foot

Oyster card (unlimited Zones 1&2)

London: Guest Lecture | Free Time | London Eye

- After breakfast, meet with Art Track faculty director(s) to prepare for the day.
- Meet ISA Site Staff and set off on foot for a morning visit.

Guest Lecture – Art History

Sourced by WorldStrides' Global Academic Team

- After quest lecture, return to hotel to meet the other tracks.
- Participants have lunch on their own around the hotel.
- Free time to explore London.
- In the early evening, meet with ISA Site Staff and set off on public transportation for an evening cultural tour.

Self-Guided Tour of the London Eye

Entrance included and ISA Staff member will serve as support

• Return to the hotel. Free Time.

May 14

Thursday

Meals Included:

Breakfast at the hotel

London Hotel:

Columbia Hotel or similar (4 of 6)

Transportation:

Coach Foot

Day Trip to Oxford

- Meet ISA Site Staff and board coach for a day trip.
- Coach to Oxford Approximately 1 hour and 30 Minutes

Guided Tour of Oxford

Entrance to Christ College and guide included; no other entrances included

- After tour of Oxford, meet Art Track faculty director(s) and set off on foot for tour.
- Participants lunch on their own en-route to afternoon tour.

Guided Ashmolean Museum Tour

Entrance and guide included

Oxford Union

Entrances and short lecture included; ISA Staff member will serve as support

- After tour, meet ISA Site Staff and meet the other tracks.
- Board coach for transfer to the hotel. Free time.

May 15

Friday

Meals Included: Breakfast at the hotel

London Hotel:

Columbia Hotel or similar (5 of 6)

Transportation:

Coach

London: Day Trip to Stonehenge

- After breakfast, meet with Art Track faculty director(s) to prepare for the day.
- Meet ISA Site Staff and board coach for a day trip.
- Coach to Stonehenge Approximately 1 hour and 45 Minutes

Self-Guided Tour of Stonehenge

Entrance included and ISA Staff member will serve as support

- Participants lunch on their own during tour.
- After tour, board coach and return to the hotel. Free time.



Saturday

Meals Included:

Breakfast at the hotel

London Hotel:

Columbia Hotel or similar (6 of 6)

Transportation:

Oyster card (unlimited Zones 1&2)

London: Westminster Abbey | Parliament

• Meet ISA Site Staff and set off on public transportation for a morning tour.

Guided Tour of Westminster Abbey

Entrances and guide included

Participants have lunch on their own en-route to afternoon tour.

Guided Tour of Houses of Parliament

Entrances and blue badge guide included

• After tour, return to the hotel. Free time.

May 17

Sunday

Meals Included:

Breakfast at the hotel

<u>Dublin Accommodations:</u> Trinity College (1 of 7)

Transportation:

Coach Air Foot

Travel to Dublin | Tour of Dublin

- Meet ISA Site staff and check out of hotel. Board coach and depart for the airport.
- Flight to Dublin Approximately 1 hour & 20 minutes

Intra-Program Flight

Flight #OriginDestinationDepartureArrivalBA834London (LHR)Dublin (DUB)10:35 a.m.12:10 p.m.

- Meet ISA Site Staff and board private coach at the airport.
- Check into dorm. Store luggage if rooms are not available.
- Receive public transportation passes for duration of stay in Dublin 7-day Leap Visitor Card included.
- Meet ISA Site Staff and set off on foot/public transportation for an afternoon cultural tour.

Dublin: National College of Art & Design | Irish Museum of Modern Art

• Participants have lunch on their own en-route to afternoon tour.

Guided Walking Tour of Dublin City

No entrances included; quide included

• After tour, return to the dorm. Free time.

May 18

Monday

Meals Included:

Breakfast at KC Peaches (voucher included)

Dublin Accommodations:

Trinity College (2 of 7)

Transportation:

7-day Leap Visitor Card Foot Meet ISA Site Staff and set off on public transportation for a morning cultural tour.
 National College of Art and Design or Similar

- Sourced by WorldStrides' Global Academic Team
- Participants have lunch on their own before continuing to afternoon tour.
 After lunch, meet ISA Site Staff and set off on foot for an afternoon cultural tour.

After breakfast, meet with Art Track faculty director(s) to prepare for the day.

Guided Tour of Irish Museum of Modern Art

Entrance Free of charge; donation and guide included

• After tour, return to the dorm. Free time.



Tuesday

Meals Included:

Breakfast at KC Peaches (voucher included)

Dublin Accommodations:

Trinity College (3 of 7)

Transportation:

7-day Leap Visitor Card

Dublin: National Gallery of Ireland | Trinity College & Book of Kells

- After breakfast, meet with Art Track faculty director(s) to prepare for the day.
- Meet ISA Site Staff and set off on public transportation or a morning cultural tour.

Guided Tour of the National Gallery of Ireland

Entrance free of charge; guide included

Participants have lunch on their own during visits.

Guided Tour of Trinity College & Book of Kells

Entrance and student quide included

• After tour, return to the dorm. Free time.

May 20

Wednesday

Meals Included:

Breakfast at KC Peaches (voucher included)

Dublin Accommodations:

Trinity College (4 of 7)

Transportation:

Coach Foot

Day Trip to Belfast

- Meet ISA Site Staff and board coach for a day trip to Belfast.
- Coach to Belfast Approximately 2 hours
- Upon arrival, split into respective tracks and meet with Art Track faculty director(s) and board coach for a morning visit.

Self-Guided Tour of Cap Arts Centre

Donation included and ISA Staff member will serve as support

- Afterwards, board coach for transfer to meet with the other tracks at Belfast City Hall.
- Participants have lunch on their own around City Hall.
- Meet ISA Site Staff for an afternoon cultural tour.

Guided Black Taxi Tour of Peace Walls & Murals

Entrance and guide included

- Free time to explore Belfast.
- In the evening, meet ISA Site Staff and board coach for transfer to the dorm in Dublin.

May 21

Thursday

Meals Included:

Breakfast at KC Peaches (voucher included)

Dublin Accommodations:

Trinity College (5 of 7)

Transportation:

7-day Leap Visitor Card Foot

Dublin: North Side Walk Tour | Jameson Distillery

- After breakfast, meet with Art Track faculty director(s) to prepare for the day.
- Meet ISA Site Staff and set off on public transportation for a morning tour.

Walking Tour of North Side Walk & Guided Tour of Hugh Gallery

ISA walking tour and guided tour of Hugh Gallery included

- Participants have lunch on their own.
- Return to dorm. Free time.
- Meet ISA Site Staff and set off on foot/public transportation for an afternoon tour.

Self-Guided Tour of Jameson Distillery

Entrance included and ISA Staff member will serve as support

• After tour, return to the dorm. Free time.



Friday

Meals Included:

Breakfast at KC Peaches (voucher included)

Dublin Accommodations:

Trinity College (6 of 7)

Transportation:

Coach Foot

Day Trip to Cliffs of Moher

- Meet ISA Site Staff and board coach for a day trip.
- Coach to Galway Approximately 2 hours and 25 minutes
- Upon arrival, short walking tour of Galway.

Self-Guided Walking Tour of Galway

No entrances necessary and ISA Staff member will serve as support

- After tour, depart to Doolin (Approximately 1 hour and 30 minutes)
- Participants have lunch on their own in Doolin.
- After lunch, board coach and drive to the Cliffs of Moher.

Self-Guided Tour of Cliffs of Moher

Entrance included and ISA Staff member will serve as support

- After tour, board coach and return to dorm in Dublin.
- Participants have dinner on their own en-route to the dorm. Free time.

May 23

Saturday

Meals Included:

Breakfast at KC Peaches (voucher included) Lunch

Dublin Accommodations:

Trinity College (7 of 7)

Transportation:

Own Foot

7-day Leap Visitor Card

Farewell to Dublin

- Free time in morning to explore Dublin.
- In the afternoon, meet ISA Site Staff in the dorm lobby to travel to the restaurant.
- Farewell Lunch at Old Storehouse as a group.
- Return to dorm.
- In the evening, meet ISA Site Staff and set off on foot for an evening Riverdance Show. Ticket included.
- After show, return to the dorm. Free time.

May 24

Sunday

Meals Included:

Breakfast at KC Peaches (voucher included) Per Airline

Transportation:

Coach

Return Home

- Meet ISA Site Staff to check out of dorm. Board coach and transfer to the airport for return flight
- Group flight departs en-route to United States.

Program Ends



Exhibit B

Comprehensive inclusions, Support Services & Investment Details

The itineraries reflect the day-to-day arrangements designed for the program. Meals, tours and excursions, academic/company visits, accommodations, and transportation are provided by WorldStrides as detailed in each itinerary.

During the program WorldStrides provides: Locally-based ISA Resident staff and orientation meeting upon arrival

- o English-speaking, trained professional tour guides, as noted.
- o Entrances for cultural sites, unless otherwise noted.
- Ground transportation including:
- Transportation in safe, clean motorcoach as noted in itinerary -Full day = eight (8) hours; Half day = four (4) hours
 - Transfers to visits within city limits (note visits outside city limits may incur additional costs)
 - Meal transfers, as noted
 - Airport transfer for group flights
- Public transportation passes, as noted in itinerary.
- Intra-city transportation, as listed in itinerary.
- Intra-program flight from London to Dublin
- Bottled water on coach rides
- One non-alcoholic drink at all included meals

Before the program departs, WorldStrides provides:

- Marketing website and resources to help promote the program to students
- Customized online registration portal to manage student registration, payments, dietary and health information collection, roommates, etc.
- A customized app with offline access to materials including -day-to-day itinerary, group messaging, and important documents
- Customized pre-departure information for students and faculty

Academic Support

WorldStrides provides:

- Curriculum Support
- One (1) guest lecture and one (1) school visit arranged by the Global Academic Team
- Destination and business briefing materials prepared by WorldStrides' Global Academic Team including company and speaker profiles and destination-specific economic information



Air Transportation

- Round-trip international flight is listed in program details. Group air booking requires ten (10) or more passengers traveling on
 the same itinerary. In order to ensure confirmation of flights without interruption due to unforeseen cancellations, WorldStrides
 recommends individual air ticketing for the group of twelve (12) or less.
 - Note: 140 seats held on British Airways
- One-way economy class ticket included in ground package price from London to Dublin with airport taxes and transfers.
 - Note: 72 seats held on British Airways.

Flight #1: British Airways - 13 seats booked

Departure Flights

<u>Date</u>	Flight #	<u>Origin</u>	Destination	Departure	<u>Arrival</u>	
05/10/2020	BA218	Denver (DEN)	London (LHR)	7:35 p.m.	11:35 a.m. +1	
Please note: Intra-program transportation is listed in the working itinerary, unless otherwise noted.						

Return Flights

<u>Date</u>	Flight #	<u>Origin</u>	<u>Destination</u>	Departure	<u>Arrival</u>
05/24/2020	BA831	Dublin (DUB)	London (LHR)	7:30 a.m.	9:10 a.m.
05/24/2020	BA219	London (LHR)	Denver (DEN)	2:40 p.m.	5:30 p.m.

Flight #2: British Airways – 62 seats booked

Departure Flights

<u>Date</u>	Flight #	<u>Origin</u>	<u>Destination</u>	<u>Departure</u>	<u>Arrival</u>	
05/10/2020	BA218	Denver (DEN)	London (LHR)	7:35 p.m.	11:35 a.m. +1	
Please note: Intra-program transportation is listed in the working itinerary, unless otherwise noted.						

Return Flights

<u>Date</u>	Flight #	<u>Origin</u>	<u>Destination</u>	<u>Departure</u>	<u>Arrival</u>
05/24/2020	BA827	Dublin (DUB)	London (LHR)	10:45 a.m.	12:15 p.m.
05/24/2020	BA219	London (LHR)	Denver (DEN)	2:40 p.m.	5:30 p.m.

Flight #3: British Airways – 65 seats booked

Departure Flights

<u>Date</u>	Flight #	<u>Origin</u>	<u>Destination</u>	Departure	<u>Arrival</u>	
05/10/2020	BA218	Denver (DEN)	London (LHR)	7:35 p.m.	11:35 a.m. +1	
Please note: In	tra-program tran	sportation is listed in the	working itinerary, unle	ess otherwise note	ed.	
Return Flights						

Return Flights

<u>Date</u>	Flight #	<u>Origin</u>	<u>Destination</u>	Departure	<u>Arrival</u>
05/24/2020	BA833	Dublin (DUB)	London (LHR)	9:15 a.m.	10:45 a.m.
05/24/2020	BA219	London (LHR)	Denver (DEN)	2:40 p.m.	5:30 p.m.



Accommodations

- Six (6) nights in twin occupancy in London at the Columbia Hotel or similar.
 - The exact hotel will be determined based on number of participants and availability. Students will be in twin rooms and program leaders will be in single rooms.
- Seven (7) nights in student dorms in Dublin at Trinity College Dublin.
 - Students will either be in twin rooms or four (4) room-apartments, depending on availability.
 - The twin rooms will have a private bathroom. The room includes two (2) single beds that are not lofted or bunkbeds. Kitchens are communal and located on each floor.
 - The apartments will have four (4) single rooms each with a single bed. Each apartment will have two (2) bathrooms, a kitchen, and a common space.
 - Breakfast vouchers are included
 - Towels and bed linens are included with cleaning services on specific days.
 - Faculty director(s) will be in single rooms with a private bathroom or a four (4) room apartment. The 4-room apartment will be private and have two bathrooms, kitchen, and common space. The extra beds will be empty and paid for by College if the faculty director(s) stay in apartments.
 - A housing deposit is not required for the residence; however, participants will be financially responsible for any damages in their room. Should a participant damage the residence hall, WorldStrides requests that College work within established institutional parameters to ensure that financial obligations to WorldStrides are met by College participants. Alternatively, College may remit payment on the participant's behalf and require the participants to repay the College. Prior to departure, College will inform participants that the above conditions are in place.



Per Person Program Ground, Intra-Program Air, & International Air Costs

Package includes components detailed throughout this Contract.

54,850 Twin/shared occupancy for participants throughout the program based on ten to fourteen (10-14) full paying participants (FPP) & one (1) faculty director (single occupancy) included in the program costs. Price is inclusive of all ground transportation, intra-program airfare, and international airfare.

\$4,507 Supplement for an additional faculty director in single accommodations throughout the program (per faculty director)

Scholarships and Financial Assistance

WorldStrides is committed to making global travel experiences accessible for student participants.

Group Scholarships/Grants – College will be eligible for a fifty dollar (\$50) scholarship per FPP for up to thirty (30) student participants (regardless of the number of tracks). If College registers thirty one plus (31+) FPP and chooses to do Long-Haul air with WorldStrides, a one hundred dollar (\$100) scholarship per FPP will be available. The award for this scholarship will be credited to the College on the College's program invoices prior to the payment deadline.

International Financial Assistance – This need-based assistance program awards small grants to student participants who demonstrate financial need. Learn more at: https://fundraising.worldstrides.com/international-financial-assistance-program/. Limit to four (4) College students per year. The College will receive a credit on the program invoice for the student's stipend(s) indicating which students earned the funding for the College to disperse to the student's account(s).

Higher Ed Traveler Scholarships — WorldStrides offers a three thousand dollar (\$3,000) scholarship to three (3) worthy students who will be participating in short-term study abroad annually. One (1) winner is selected in the fall; two (2) more are selected in the spring/summer. Students will be chosen based on an application and personal statement. Learn more at worldstrides.com/higheredtravelerscholarship. College student participants are eligible to apply for this scholarship. College students awarded the Higher Ed Traveler Scholarship will receive a check written to the student participant in the amount of three thousand dollars (\$3,000).

Optional Items Priced Separately

One hundred ninety nine dollar (\$199) Optional Travel Protection Plan – Cancel for Any Reason (per person)

Miscellaneous:

- Program costs for a free faculty director in single rooms are included with minimum participants. Their international airfare and intra-program airfare are included.
- Luggage overage fees and hotel incidentals such as mini bar use, is not included and are the responsibility of participants.
- Accommodations are booked at time of program confirmation. If the represented property is not available, a comparable property may be substituted with advance notice to the College.
- The following items are not currently included in the program costs:
 - Uneven room pairing charges if faculty director(s) are placed in a four (4) bedroom apartment and there are extra beds the beds are to be paid for by the College.
 - Local mobile phone rental for faculty director(s)/staff















Contract for Services

The Board of Trustees of the Nebraska State Colleges doing business as Chadron State College Business Track to London & Dublin May 2020

Contract for Services

This Contract for Services (Contract) is made by and between the Board of Trustees of the Nebraska State Colleges doing business as Chadron State College (College) and Lakeland Tours, LLC. dba WorldStrides (WorldStrides). Contract begins September 30, 2019, and ends June 30, 2020. Program services provided under this Contract are described in detail in Exhibits A and B, which are incorporated by reference into this Contract.

Price and Payment Terms. Prices in this Contract are contingent on having ten (10) full paying participants (FPP) traveling per track. Should the FPP number fall below ten (10) FPP per track, the program will have to be repriced and the Contract will be amended accordingly. Price considerations include, but are not limited to, airline, vendor, or group-imposed schedule changes or delays as well as fuel surcharges or local country taxes and fee adjustments. WorldStrides will communicate in writing any known charges to the College representative. The College will determine if the College or individual participants will be responsible for these additional charges. The prices are fixed in United States dollars, WorldStrides accepts any foreign currency risk including all current local government taxes, where applicable for included services. Group air is based on ten (10) or more participants traveling on the same itinerary. If this number falls below ten (10), group air is no longer applicable and tickets will be subject to the current market price. Participants are responsible for the differences between the quoted group fare and the individual published fare. When booked, seats and price are only guaranteed up to one hundred (100) days prior to departure. Payment as agreed upon by both parties must be received prior to the group's departure. All participants must be fully paid prior to travel unless alternative arrangements have been agreed upon.

College agrees to send a final roster of traveling participants no later than January 31, 2020. If a participant withdraws between the submission of the roster to WorldStrides and sixty (60) days prior to departure, the College will be responsible for non-refundable costs.

	Schedule				
1	Roster due	100 days prior to departure January 31, 2020			
2	Final pre-program payment due	60 days prior to departure March 11, 2020 100% of the total pre-program invoice due			
3	Post-program balance due (if applicable)	30 days after the group returns June 23, 2020 100% of the program costs due, including costs for added services (if applicable)			

Prompt Payment Act. In the event any amount due under this Contract remains unpaid for forty-five (45) days after the due date, the unpaid amount shall bear interest from the 31st day after the due date at the rate specified by the Prompt Payment Act, Neb. Rev. Stat. §§81-2401 to 81-2408.

<u>Fees.</u> There is a thirty five dollar (\$35) service charge on returned checks, declined credit cards, or a declined ECheck. A fee up to two hundred and fifty dollars (\$250) may apply for any correction made to names within seventy five (75) days of the departure date. Those opting to make payment by wire transfer must absorb all fees associated with that transaction, making sure WorldStrides receives full payment for program without fees subtracted from wire amount.

Optional Services. Participants have the option to purchase additional services for their program such as pre and post program hotel nights, airport transfers, appointment tickets, as well as other items. Participants are required to pay in full for all additional items selected through the online portal. Additional services purchased are subject to Standard Fees. Participants must be fully paid in order to travel. No refunds will be provided for additional services cancelled within thirty (30) days of departure. If participant purchases optional travel interruption insurance, terms and conditions of the policy will apply.

<u>Cancellations and Associated Penalties</u>. All Cancellations must be sent in writing via email to WorldStrides at <u>highered@worldstrides.org</u>. Cancellations are effective on the date they are received by WorldStrides.

- 1. International air utilization: Between ninety (90) and sixty one (61) days prior to departure, there is a two hundred dollar (\$200) per seat cancellation penalty.
- 2. Cancellation of international air once tickets are issued: Once any international air tickets are processed and ticketed (approximately forty five (45) to sixty (60) days prior to departure), the entire amount of the airline tickets becomes fully non-refundable. In these instances, the issued tickets will be delivered to the cancelling participants and it may be possible, subject to the airline's rules and change fees, to reuse them in the future. However, WorldStrides is not responsible for such changes, and can make no guarantees regarding the availability of any future use. Tour conductor tickets have no value for later use.



- 3. Cancellations within thirty one (31) to sixty (60) days of departure: For any cancellations received between thirty one (31) and sixty (60) days prior to travel, WorldStrides will retain fifty percent (50%) of the ground services portion of the program fee in addition to any penalties due for international air.
- 4. Cancellations within thirty (30) days of departure: Cancellations received within thirty (30) days of departure are subject to a cancellation fee equal to one hundred percent (100%) of both the ground services and international air, although cancelling participants will receive any issued airline tickets subject to airline restrictions on future use.
- 5. U.S. and foreign departure, customs and security taxes, and fuel surcharges as printed on the ticket, are included and are subject to change until time of ticketing, typically forty five (45) days prior to departure. Note: Fuel surcharges are subject to change until time of ticketing. Early ticketing can be made; however, once ticketed, any future changes will incur a change/cancellation penalty.
- 6. Please note that for any new services added to the itinerary after the Contract is executed, WorldStrides reserves the right to apply the more restrictive cancellation terms between WorldStrides cancellation terms and the third-party supplier. WorldStrides will make best efforts to communicate in writing in a timely manner price increases as a result of any College approved changes.

Independent Contractor. WorldStrides shall be an independent contractor and not a College employee for all purposes, including, but not limited to, the application of the Fair Labor Standards Act, minimum wage and overtime payments, the Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, any Nebraska revenue and taxation law, Nebraska workers' compensation law and Nebraska unemployment insurance law. WorldStrides agrees that it is a separate and independent enterprise from the College, that it has a full opportunity to find other business, that it has made its own investment in its business, and that it shall utilize a high level of skill necessary to perform the work. This Contract shall not be construed as creating any partnership, joint venture, or joint employment relationship between WorldStrides and the College, and the College shall not be liable for any obligation incurred by WorldStrides, including but not limited to unpaid minimum wages or overtime premiums. If WorldStrides has employees or subcontractors, WorldStrides further agrees to maintain at least the prescribed minimum workers' compensation insurance coverage for all of WorldStrides's employees for the duration of this Contract. WorldStrides agrees to furnish the College proof of workers' compensation insurance coverage upon request.

<u>Liability Insurance Requirements</u>. WorldStrides is required to carry liability insurance in the amount of one million dollars (\$1,000,000) per occurrence with a five million-dollar (\$5,000,000) umbrella. WorldStrides's insurance policy shall be primary and non-contributory. The College shall be named as an additional insured party on the policy and the certificate of insurance shall reflect that the policy waives its right of subrogation against the College. A copy of the certificate shall be provided to the College. The College will be named on WorldStrides's liability insurance policy. Participants will have embedded insurance that covers a wide range of health and safety risks, with special coverage for medical-related cancellation, mental health, and security or medical evacuation.

Access to Records. WorldStrides agrees to maintain complete records regarding the expenditures of funds provided by the College under this Contract. WorldStrides agrees to allow authorized representatives of the College, the funding Federal Agency, if any, and the United States Comptroller General, if appropriate, free access at reasonable times to all records generated or maintained as a result of this Contract for a period of three (3) years after the termination of this Contract.

<u>Employee Work Eligibility Status.</u> WorldStrides is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.

Non-Discrimination. WorldStrides agrees to comply fully with Title VI of the Civil Rights Act of 1964, as amended, the Nebraska Fair Employment Practice Act, Neb. Rev. Stat. §§48-1101 to 48-1125, as amended, and Board Policy 5000 in that there shall be no discrimination against any employee who is employed in the performance of this Contract, or against any applicant for such employment, because of age, color, national origin, race, religion, disability, sex, sexual orientation, or gender identity. This provision shall include, but not be limited to employment, promotion, demotion, transfer, recruitment, layoff, termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. WorldStrides further agrees to insert a similar provision in all subcontracts for services allowed under this Contract.

ADA & Drug-Free Workplace Requirements. All provisions of this Contract are subject to the Americans with Disabilities Act (ADA). Further, WorldStrides certifies that WorldStrides operates a drug-free workplace and, during the term of this Contract, will be in compliance with the provisions of the Drug-Free Workplace Act of 1988.



Use of Information; Property Ownership. WorldStrides agrees that any and all information gathered in the performance of this Contract, either independently or through the College, shall be held in the strictest confidence and shall be released to no one other than to the College, without prior written authorization of the College. WorldStrides agrees that no authority or information gained through the existence of this Contract will be used to obtain financial gain for WorldStrides, for any member of WorldStrides's immediate family, or for any business with which WorldStrides is associated except to the extent provided by this Contract. WorldStrides further agrees that any tangible or intangible property, including patents, trademarks and other intellectual property, produced, developed, prepared, or created under the terms of this Contract shall be the property of the College. WorldStrides hereby assigns and transfers to the College all right, title and interest in and to any copyright in any copyrightable materials produced under this Contract.

<u>Parties; Subcontractors; Assignment.</u> References to WorldStrides and the College include the parties' officers, employees, agents, and independent contractors and subcontractors. WorldStrides agrees that no subcontractors shall be utilized in the performance of this Contract without the prior written authorization of the College. WorldStrides agrees not to assign or transfer any interest, rights, or duties in this Contract to any person, firm, or corporation without prior written consent of the College.

<u>Complete Agreement; Governing Law; Amendment</u>. This Contract sets forth the entire agreement of the parties and supersedes all prior negotiations, discussions, and proposals. There are no promises, understandings, or agreements of any kind pertaining to this Contract other than those stated herein. This Contract will be construed, interpreted, governed and enforced under the laws of the State of Nebraska. This Contract may be amended at any time in writing upon the agreement and signature of both parties. In case of any conflicting terms between WorldStrides' proposal and this Contract, the terms of this Contract shall control.

Confidentiality. WorldStrides acknowledges that performance under the terms of this Contract may involve receipt of user data from the College. WorldStrides will utilize user data from the College only in the furtherance of this Contract. WorldStrides will notify College within twenty-four (24) hours of becoming aware of any data breach of its systems which expose confidential College user data. WorldStrides will reimburse the College for any and all expenses incurred by the College as a result of a data breach of WorldStrides's systems. If the user data consists of confidential student information protected by The Family Educational Rights and Privacy Act (FERPA), WorldStrides agrees and acknowledges that WorldStrides is acting as an officer of the College for the purposes of this Contract as defined by Nebraska State College Board Policy 3650 (at the time of this writing available at: https://www.nscs.edu/policy-manual/detail/39-3650-student%20records) and will take necessary steps to safeguard the confidential student information. WorldStrides further acknowledges the obligation and agrees to comply with the General Data Protection Regulation (GDPR) privacy laws in regard to the collection, processing, storage, security, management, transfer and erasure of user data.

<u>Changes to Program.</u> WorldStrides reserves the right to make additions or deletions in the program deemed advisable for the well-being of the group or changes in circumstances. WorldStrides will work with key decision makers at the College regarding additions or deletions to the program that are directly related to the well-being of the group or changes in circumstances. WorldStrides will notify the authorized College representative(s) of any proposed changes or alterations to the program before confirming. Reservations are not transferable.

<u>Individual or Group Non-Program Reservations</u> WorldStrides assumes no responsibility for reservations, travel, or program excursions that are not booked directly through WorldStrides. Further, WorldStrides' insurance programs will not extend to or cover any program element that is not booked directly through WorldStrides.

Health & Insurance. Participants with special medical or physical requirements should investigate destination(s) beforehand and ensure the care and conditions they need will be available. For further information regarding travel to specific destination(s), please visit the Centers for Disease Control and Prevention's Travelers' Health website (https://wwwnc.cdc.gov/travel/). Any physical or mental condition requiring special medical attention or equipment must be disclosed in writing to WorldStrides as soon as the condition is known and registration confirmed. WorldStrides will make efforts to meet special needs, but may alter itineraries accordingly. In compliance with WorldStrides safety and security standards, all participants are covered by insurance underwritten by an independent insurer with benefits, including but not limited to, medical, dental, mental health, and emergency medical and security evacuation coverage. Covered expenses resulting from an on-tour incident must be incurred on tour. Any charges not covered will be the responsibility of the participant. In the rare event of a major medical issue, evacuation, or other serious situation, the College and/or participant may be responsible for additional fees related to staff time and risk management resources, and vendor support, if activated.



Registration, Privacy, and Information Retention. WorldStrides risk management procedures and liability insurance providers require collection of certain information from all participants. As a result, participants are required to register online via WorldStrides secure online registration platform. Because the nature of the business requires coordination with various partners and suppliers who assist WorldStrides to deliver the travel services requested, it is necessary to share certain personal information collected from the online registration system. This includes registration of international travelers' email addresses with the U.S. State Department seven (7) days before travel, which may result in participants receiving urgent email advisories before and during the program. WorldStrides assumes no responsibility or liability for unregistered participants and prohibits their participation in the program. WorldStrides uses commercially reasonable physical, technical, and administrative safeguards to assist us in preventing unauthorized access, use and disclosure of sensitive information. Furthermore, WorldStrides uses industry best-practices for the secure and reasonable retention of information and records. In the event that WorldStrides believes an unauthorized party has obtained access to any protected records, WorldStrides will notify the College immediately.

<u>Visa(s) & Passport</u>. Visa(s) are not required for U.S. citizens entering the United Kingdom and Ireland. Some non-U.S. passport holders will be required to obtain a visa on their own, which is based on embassy or consulate requirements. These participants will be provided documents for any arrangements made by WorldStrides. This may include a hotel confirmation letter and confirmations for intra-program transportation, if applicable. Upon request, WorldStrides can also provide a standard invitation letter and proof of insurance. Other documents may be required, and the participant is responsible for obtaining these independently. Please refer to registration materials to be sure that visa issues are addressed prior to travel. WorldStrides will assist in the visa(s) procurement process, the attainment of a visa(s), including transit visas, however, it is ultimately the responsibility of the participant. WorldStrides will communicate specific visa requirements and guidance to non-U.S. residents following their registration. Regardless of whether visas are required or included in package pricing, a customized visa assessment and toolkit (including application(s) and instruction(s) is emailed to every participant with U.S. residency status following their registration. Inability to travel due to a lack of proper travel documents (Passports & Visas) does not constitute grounds for a refund. WorldStrides' quoted visa processing price is subject to adjustment. Visa documents submitted after the processing deadline may result in late fees. Late fees or consular fee changes are the responsibility of the participant.

<u>Participant Responsibility.</u> All program participants will be responsible for their own actions at all times. WorldStrides assumes no responsibility for participants when they are on their own "free time." The College understands that traveling program participants are solely responsible for the pre-program, program, and post-program medical care in all respects, including, but not limited to, obtaining and taking necessary medication(s), vaccinations and any other medical care and treatment. Furthermore, College understands that it is the participants' responsibility to understand the risks associated while traveling, including, but not limited to, understanding hotel fire safety and emergency evacuation plans at each location. Additional information can be found at the State Department's International Travel website (https://travel.state.gov/).

<u>Participant Behavior.</u> While participating on WorldStrides program, participants are ambassadors of the U.S., the College, and WorldStrides, and participants must behave in a manner that is respectful of the host culture, its people and laws at all times. While on the program, participants remain bound by the College's academic and behavioral rules, including any student code of conduct, and participants can be expelled from the program if he/she breaches such rules. Any costs associated with disrespectful behavior, including damage, will be the responsibility of the participant. In the event a participant is expelled from a program, no refund of any kind will be made. Any expelled participant is responsible for all costs to return home. The College is responsible for informing participants of this behavior standard.

<u>Force Majeure</u>. WorldStrides assumes no responsibility for events beyond its reasonable control, including, but not limited to, acts of God, war (whether declared or not), terrorist or criminal activities, strikes, civil unrest, government restrictions, lost or stolen belongings, overbooking of accommodations, mechanical failure of or delays with transportation, illness, dangers associated with animals, sanitation problems, food poisoning, lack of or quality of medical care, or actual, perceived, or threatened epidemics. WorldStrides shall not be responsible for personal or bodily injury, loss, or damage from any event caused by persons or companies not directly or indirectly controlled by WorldStrides, including without limitation air carriers, bus companies, railways, hotels, subcontracted agents, or tour operators, except to the extent of WorldStrides' negligence or willful misconduct in selecting and contracting with such persons or companies.

Indemnity. To the fullest extent permitted by law, WorldStrides will indemnify, participate in the defense of, and hold harmless the College, and its agents and employees, against any claims, damages, losses and expenses, arising out of or resulting from the provision of travel-related services pursuant to the contracted program, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, but only to the extent caused by the negligent acts or omissions of WorldStrides, or anyone directly employed by WorldStrides. This indemnification is specifically limited by the exclusions in the Force Majeure paragraph. Furthermore, this indemnification will not apply to claims, damages, losses or expenses caused in any part by the College. WorldStrides will name the College as an additional insured under its applicable liability policy for the duration of events and travel booked directly through WorldStrides.



<u>College Representative.</u> The College representative for purposes of monitoring and oversight of this Contract is: Kate Pope, telephone 308-432-7079, email <u>kdpope@csc.edu</u>

Signatures.

By signing below, I acknowledge and agree to the terms of this Contract,

Representative, WorldStrides ISA Custom Programs, Lakeland Tours, LLC. dba WorldStrides		The Board of Trustees of the Nebraska State Colleges doing business as Chadron State College (College) President	
Jennefes a Fisher	10/23/19		
Jennifer Fisher, MBA Vice President of Program Development	Date	Name:	Date:
		The Board of Trustees of the Nebraska State Co Chancellor	lleges
		Name:	Date:



Exhibit A

Business Track Itinerary in the UK & Ireland

May 10	Departure
Sunday	Group flight departs for London.
Meals Included: Per airline	
May 11	Arrival and Acclimation in London
Monday	
Meals Included: Per airline	 Meet ISA Site Staff and board private coach at the airport for transfer to afternoon cultural tour. Receive your public transportation passes for duration of stay in London. Weekly Oyster Card unlimited travel in zones 1 & 2
<u>London Hotel:</u> <u>Columbia Hotel</u> or similar (1 of 6)	Guided Tour of Windsor Castle Entrance and guide included
<u>Transportation:</u> Coach	 After tour, board coach for a WorldStrides ISA Health & Safety Orientation en-route to hotel. Check into the hotel. Free time.
May 12	London: Cockpit Arts Visit Thames Cruise Greenwich Royal Observatory
Tuesday	 After breakfast, meet with Business Track faculty director(s) to prepare for the day. Meet ISA Site Staff and set off on public transpiration for a morning cultural visit.
Meals Included: Breakfast at the hotel	Cockpit Arts Visit
London Hotel:	Entrance included and ISA Staff member will serve as support
Columbia Hotel or similar (2 of 6)	 After visit, return to hotel to meet the other tracks.
<u>Transportation:</u> Oyster card (unlimited Zones 1&2) River cruise	 Free time- participants on their own for lunch. In the afternoon, meet with ISA Site Staff and set off on public transportation for an afternoon cultural tour.
	Guided Tour of River Thames Cruise to Greenwich Entrance fee/cruise ticket and guide included; tour of building exteriors only
	 After docking, disembark the boat and set off on foot to the Royal Observatory.
	Guided Tour of Royal Observatory Entrance and guide included

• After tour, return to the hotel. Free time.



Wednesday

Meals Included:

Breakfast at the hotel

London Hotel:

Columbia Hotel or similar (3 of 6)

Transportation:

Oyster card (unlimited Zones 1, 2, & 3)

Sourced by WorldStrides' Global Academic Team

- After visit, return to hotel to meet the other tracks.
- Participants have lunch on their own around the hotel.

Collaborative Café (The Red Hedgehog) or Similar

- Free time to explore London.
- In the early evening, meet with ISA Site Staff and set off on public transportation for an evening cultural tour.

Self-Guided Tour of the London Eye

Entrance included and ISA Staff member will serve as support

London: Collaborative Café | Free Time | London Eye

• After breakfast, meet with Business Track faculty director(s) to prepare for the day. Meet ISA Site Staff and set off on public transportation for a morning visit.

• Return to the hotel. Free time.

May 14

Thursday

Meals Included:

Breakfast at the hotel

London Hotel:

Columbia Hotel or similar (4 of 6)

Transportation:

Coach Foot

Day Trip to Oxford

- Meet ISA Site Staff and board coach for a day trip.
- Coach to Oxford Approximately 1 hour and 30 Minutes

Guided Tour of Oxford

Entrance to Christ College and guide included; no other entrances included

- After tour of Oxford, meet Business Track faculty director(s) and board coach for tour.
- Participants lunch on their own en-route to afternoon tour.

MINI Plant Oxford Tour

Entrances included and ISA Staff member will serve as support

• After tour, meet ISA Site Staff and board coach for transfer to the hotel. Free time.

May 15

Friday

Meals Included:

Breakfast at the hotel

London Hotel:

Columbia Hotel or similar (5 of 6)

Transportation:

Ovster card (unlimited Zones 1&2) Foot

London: London Financial Walking Tour | Free Afternoon

- After breakfast, meet with Business Track faculty director(s) to prepare for the day.
- Meet ISA Site Staff and set off on foot for a tour.

Guided Walking Tour of London Financial District

No entrances included; quide included

- After tour, return to the hotel via public transportation.
- Free time. Participants will seek lunch and dinner on their own.



Saturday

Meals Included:

Breakfast at the hotel

London Hotel:

Columbia Hotel or similar (6 of 6)

Transportation:

Oyster card (unlimited Zones 1&2)

London: Westminster Abbey | Parliament

• Meet ISA Site Staff and set off on public transportation for a morning tour.

Guided Tour of Westminster Abbey

Entrances and guide included

• Participants have lunch on their own en-route to afternoon tour.

Guided Tour of Houses of Parliament

Entrances and blue badge guide included

• After tour, return to hotel. Free time.

May 17

Sunday

Meals Included:

Breakfast at the hotel

Dublin Accommodations:

Trinity College (1 of 7)

Transportation:

Coach

Air Foot

Travel to Dublin | Tour of Dublin

- Meet ISA Site staff and check out of hotel. Board coach and depart for the airport.
- Flight to Dublin Approximately 1 hour & 20 minutes

Intra-Program Flight

Flight #OriginDestinationDepartureArrivalBA834London (LHR)Dublin (DUB)10:35 a.m.12:10 p.m.

- Meet ISA Site Staff and board private coach at the airport.
- Check into dorm. Store luggage if rooms are not available.
- Receive public transportation passes for duration of stay in Dublin 7-day Leap Visitor Card included.
- Meet ISA Site Staff and set off on foot/public transportation for an afternoon cultural tour.
- Participants have lunch on their own en-route to afternoon tour.

Guided Walking Tour of Dublin City

No entrances included; guide included

• After tour, return to the dorm. Free time.

May 18

Monday

Meals Included:

Breakfast at KC Peaches (voucher included)

Dublin Accommodations:

Trinity College (2 of 7)

Transportation:

7-day Leap Visitor Card

Dublin: Huckletree Coworking | Central Bank of Ireland

- After breakfast, meet with Business Track faculty director(s) to prepare for the day.
- Meet ISA Site Staff and set off on public transportation for a morning visit.

Business Games Workshop & Visit to Huckletree Coworking Space

Entrance fee included and ISA Staff member will serve as support

- Participants have lunch on their own before continuing to afternoon tour.
- After lunch, meet ISA Site Staff and set off on foot for an afternoon cultural tour.

Self-Guided Tour of Central Bank of Ireland

Entrance free of charge; ISA Staff member will serve as support

• After tour, return to the dorm. Free time.



Tuesday

Meals Included:

Breakfast at KC Peaches (voucher included)

Dublin Accommodations:

Trinity College (3 of 7)

Transportation:

7-day Leap Visitor Card

May 20

Wednesday

Meals Included:

Breakfast at KC Peaches (voucher included)

Dublin Accommodations:

Trinity College (4 of 7)

Transportation:

Coach Foot

Dublin: Company Visit | Kilmainham Gaol & Royal Hospital Gardens

- After breakfast, meet with Business Track faculty director(s) to prepare for the day.
- Meet ISA Site Staff and set off on public transportation for a morning visit.

Vistatec or Similar

Sourced by WorldStrides' Global Academic Team

Participants lunch on their own en-route to afternoon tour.

Guided Tour of Kilmainham Gaol

Entrances and specialized guide included

• After tour, return to the dorm. Free time.

Day Trip to Belfast

- Meet ISA Site Staff and board coach for a day trip to Belfast.
- Coach to Belfast Approximately 2 hours
- Upon arrival, split into respective tracks and meet with Business Track faculty director(s) and board coach for a morning visit.

Guest Lecture - Women in Business

Sourced by WorldStrides' Global Academic Team

- Afterwards, board coach for transfer to meet with the other tracks at Belfast City Hall.
- Participants have lunch on their own around City Hall.
- Meet ISA Site Staff for an afternoon cultural tour.

Guided Black Taxi Tour of Peace Walls & Murals

Entrance and guide included

- Free time to explore Belfast.
- In the evening, meet ISA Site Staff and board coach for transfer to the dorm in Dublin.

May 21

Thursday

Meals Included:

Breakfast at KC Peaches (voucher included)

Dublin Accommodations:

Trinity College (5 of 7)

Transportation:

7-day Leap Visitor Card Foot

Dublin: Company Visit | Jameson Distillery

- After breakfast, meet with Business Track faculty director(s) to prepare for the day.
- Meet ISA Site Staff and set off on public transportation for a morning visit.

American Chamber of Commerce or Similar Sourced by WorldStrides' Global Academic Team

- Participants have lunch on their own.
- Return to dorm. Free time.
- Meet ISA Site Staff and set off on foot/public transportation for an afternoon tour.

Self-Guided Tour of Jameson Distillery

Entrance included and ISA Staff member will serve as support

• After tour, return to the dorm. Free time.



Friday

Meals Included:

Breakfast at KC Peaches (voucher included)

Dublin Accommodations:

Trinity College (6 of 7)

Transportation:

Coach Foot

Day Trip to Cliffs of Moher

- Meet ISA Site Staff and board coach for a day trip.
- Coach to Galway Approximately 2 hours and 25 minutes
- Upon arrival, short walking tour of Galway.

Self-Guided Walking Tour of Galway

No entrances necessary and ISA Staff member will serve as support

- After tour, depart to Doolin (Approximately 1 hour and 30 minutes)
- Participants have lunch on their own in Doolin.
- After lunch, board coach and drive to the Cliffs of Moher.

Self-Guided Tour of Cliffs of Moher

Entrance included and ISA Staff member will serve as support

- After tour, board coach and return to dorm in Dublin.
- Participants have dinner on their own en-route to the dorm. Free time.

May 23

Saturday

Meals Included:

Breakfast at KC Peaches (voucher included) Lunch

Dublin Accommodations:

Trinity College (7 of 7)

Transportation:

Own Foot

Farewell to Dublin

- Free time in morning to explore Dublin.
- In the afternoon, meet ISA Site Staff in the dorm lobby to travel to the restaurant.
- Farewell Lunch at Old Storehouse as a group.
- Return to dorm.
- In the evening, meet ISA Site Staff and set off on foot for an evening Riverdance Show. Ticket included.
- After show, return to the dorm. Free time.

May 24

Sunday

Meals Included:

Breakfast at KC Peaches (voucher included)
Per Airline

Transportation:

Coach

Return Home

- Meet ISA Site Staff to check out of dorm. Board coach and transfer to the airport for return flight home.
- Group flight departs en-route to United States.

Program Ends



Exhibit B

Comprehensive inclusions, Support Services & Investment Details

The itineraries reflect the day-to-day arrangements designed for the program. Meals, tours and excursions, academic/company visits, accommodations, and transportation are provided by WorldStrides as detailed in each itinerary.

During the program WorldStrides provides: Locally-based ISA Resident staff and orientation meeting upon arrival

- o English-speaking, trained professional tour guides, as noted.
- o Entrances for cultural sites, unless otherwise noted.
- Ground transportation including:
- Transportation in safe, clean motorcoach as noted in itinerary -Full day = eight (8) hours; Half day = four (4) hours
 - Transfers to visits within city limits (note visits outside city limits may incur additional costs)
 - Meal transfers, as noted
 - Airport transfer for group flights
- o Public transportation passes, as noted in itinerary.
- Intra-city transportation, as listed in itinerary.
- Intra-program flight from London to Dublin
- Bottled water on coach rides
- One non-alcoholic drink at all included meals

Before the program departs, WorldStrides provides:

- Marketing website and resources to help promote the program to students
- Customized online registration portal to manage student registration, payments, dietary and health information collection, roommates, etc.
- A customized app with offline access to materials including -day-to-day itinerary, group messaging, and important documents
- Customized pre-departure information for students and faculty

Academic Support

WorldStrides provides:

- Curriculum Support
- One (1) guest lecture and three (3) business visits arranged by the Global Academic Team
- Destination and business briefing materials prepared by WorldStrides' Global Academic Team including company and speaker profiles and destination-specific economic information



Air Transportation

- Round-trip international flight is listed in program details. Group air booking requires ten (10) or more passengers traveling on the same itinerary. In order to ensure confirmation of flights without interruption due to unforeseen cancellations, WorldStrides recommends individual air ticketing for the group of twelve (12) or less.
 - Note: 140 seats held on British Airways
- One-way economy class ticket included in ground package price from London to Dublin with airport taxes and transfers.
 - Note: 72 seats held on British Airways.

Flight #1: British Airways - 13 seats booked

Departure Flights

<u>Date</u>	Flight #	<u>Origin</u>	Destination	Departure	<u>Arrival</u>	
05/10/2020	BA218	Denver (DEN)	London (LHR)	7:35 p.m.	11:35 a.m. +1	
Please note: Intra-program transportation is listed in the working itinerary, unless otherwise noted.						

Return Flights

<u>Date</u>	Flight #	<u>Origin</u>	<u>Destination</u>	Departure	<u>Arrival</u>
05/24/2020	BA831	Dublin (DUB)	London (LHR)	7:30 a.m.	9:10 a.m.
05/24/2020	BA219	London (LHR)	Denver (DEN)	2:40 p.m.	5:30 p.m.

Flight #2: British Airways – 62 seats booked

Departure Flights

<u>Date</u>	Flight #	<u>Origin</u>	<u>Destination</u>	<u>Departure</u>	<u>Arrival</u>
05/10/2020	BA218	Denver (DEN)	London (LHR)	7:35 p.m.	11:35 a.m. +1
Please note: Intra-program transportation is listed in the working itinerary, unless otherwise noted.					

Return Flights

<u>Date</u>	Flight #	<u>Origin</u>	<u>Destination</u>	<u>Departure</u>	<u>Arrival</u>
05/24/2020	BA827	Dublin (DUB)	London (LHR)	10:45 a.m.	12:15 p.m.
05/24/2020	BA219	London (LHR)	Denver (DEN)	2:40 p.m.	5:30 p.m.

Flight #3: British Airways – 65 seats booked

Departure Flights

<u>Date</u>	Flight #	<u>Origin</u>	<u>Destination</u>	Departure	<u>Arrival</u>
05/10/2020	BA218	Denver (DEN)	London (LHR)	7:35 p.m.	11:35 a.m. +1
Please note: In	tra-program tran	sportation is listed in the	working itinerary, unle	ess otherwise note	ed.
Return Flights					

Return Fugnts

<u>Date</u>	Flight #	<u>Origin</u>	<u>Destination</u>	Departure	<u>Arrival</u>
05/24/2020	BA833	Dublin (DUB)	London (LHR)	9:15 a.m.	10:45 a.m.
05/24/2020	BA219	London (LHR)	Denver (DEN)	2:40 p.m.	5:30 p.m.



Accommodations

- Six (6) nights in twin occupancy in London at the Columbia Hotel or similar.
 - The exact hotel will be determined based on number of participants and availability. Students will be in twin rooms and program leaders will be in single rooms.
- Seven (7) nights in student dorms in <u>Dublin</u> at Trinity College Dublin.
 - Students will either be in twin rooms or four (4) room-apartments, depending on availability.
 - The twin rooms will have a private bathroom. The room includes two (2) single beds that are not lofted or bunkbeds. Kitchens are communal and located on each floor.
 - The apartments will have four (4) single rooms each with a single bed. Each apartment will have two (2) bathrooms, a kitchen, and a common space.
 - Breakfast vouchers are included
 - Towels and bed linens are included with cleaning services on specific days.
 - Faculty director(s) will be in single rooms with a private bathroom or a four (4) room apartment. The 4-room apartment will be private and have two bathrooms, kitchen, and common space. The extra beds will be empty and paid for by College if the faculty director(s) stay in apartments.
 - A housing deposit is not required for the residence; however, participants will be financially responsible for any damages in their room. Should a participant damage the residence hall, WorldStrides requests that College work within established institutional parameters to ensure that financial obligations to WorldStrides are met by College participants. Alternatively, College may remit payment on the participant's behalf and require the participants to repay the College. Prior to departure, College will inform participants that the above conditions are in place.



Per Person Program Ground, Intra-Program Air, & International Air Costs

Package includes components detailed throughout this Contract.

54,850 Twin/shared occupancy for participants throughout the program based on ten to fourteen (10-14) full paying participants (FPP) & one (1) faculty director (single occupancy) included in the program costs. Price is inclusive of all ground transportation, intra-program airfare, and international airfare.

\$4,507 Supplement for an additional faculty director in single accommodations throughout the program (per faculty director)

Scholarships and Financial Assistance

WorldStrides is committed to making global travel experiences accessible for student participants.

Group Scholarships/Grants – College will be eligible for a fifty dollar (\$50) scholarship per FPP for up to thirty (30) student participants (regardless of the number of tracks). If College registers thirty one plus (31+) FPP and chooses to do Long-Haul air with WorldStrides, a one hundred dollar (\$100) scholarship per FPP will be available. The award for this scholarship will be credited to the College on the College's program invoices prior to the payment deadline.

International Financial Assistance – This need-based assistance program awards small grants to student participants who demonstrate financial need. Learn more at: https://fundraising.worldstrides.com/international-financial-assistance-program/. Limit to four (4) College students per year. The College will receive a credit on the program invoice for the student's stipend(s) indicating which students earned the funding for the College to disperse to the student's account(s).

Higher Ed Traveler Scholarships – WorldStrides offers a three thousand dollar (\$3,000) scholarship to three (3) worthy students who will be participating in short-term study abroad annually. One (1) winner is selected in the fall; two (2) more are selected in the spring/summer. Students will be chosen based on an application and personal statement. Learn more at worldstrides.com/higheredtravelerscholarship. College student participants are eligible to apply for this scholarship. College students awarded the Higher Ed Traveler Scholarship will receive a check written to the student participant in the amount of three thousand dollars (\$3,000).

Optional Items Priced Separately

One hundred ninety nine dollar (\$199) Optional Travel Protection Plan – Cancel for Any Reason (per person)

Miscellaneous:

- Program costs for a free faculty director in single rooms are included with minimum participants. Their international airfare and intra-program airfare are included.
- Luggage overage fees and hotel incidentals such as mini bar use, is not included and are the responsibility of participants.
- Accommodations are booked at time of program confirmation. If the represented property is not available, a comparable property may be substituted with advance notice to the College.
- The following items are not currently included in the program costs:
 - Uneven room pairing charges if faculty director(s) are placed in a four (4) bedroom apartment and there are extra beds the beds are to be paid for by the College.
 - Local mobile phone rental for faculty director(s)/staff















Contract for Services

The Board of Trustees of the Nebraska State Colleges doing business as Chadron State College Education Track to London & Dublin May 2020

Contract for Services

This Contract for Services (Contract) is made by and between the Board of Trustees of the Nebraska State Colleges doing business as Chadron State College (College) and Lakeland Tours, LLC. dba WorldStrides (WorldStrides). Contract begins September 30, 2019, and ends June 30, 2020. Program services provided under this Contract are described in detail in Exhibits A and B, which are incorporated by reference into this Contract.

Price and Payment Terms. Prices in this Contract are contingent on having ten (10) full paying participants (FPP) traveling per track. Should the FPP number fall below ten (10) FPP per track, the program will have to be repriced and the Contract will be amended accordingly. Price considerations include, but are not limited to, airline, vendor, or group-imposed schedule changes or delays as well as fuel surcharges or local country taxes and fee adjustments. WorldStrides will communicate in writing any known charges to the College representative. The College will determine if the College or individual participants will be responsible for these additional charges. The prices are fixed in United States dollars, WorldStrides accepts any foreign currency risk including all current local government taxes, where applicable for included services. Group air is based on ten (10) or more participants traveling on the same itinerary. If this number falls below ten (10), group air is no longer applicable and tickets will be subject to the current market price. Participants are responsible for the differences between the quoted group fare and the individual published fare. When booked, seats and price are only guaranteed up to one hundred (100) days prior to departure. Payment as agreed upon by both parties must be received prior to the group's departure. All participants must be fully paid prior to travel unless alternative arrangements have been agreed upon.

College agrees to send a final roster of traveling participants no later than January 31, 2020. If a participant withdraws between the submission of the roster to WorldStrides and sixty (60) days prior to departure, the College will be responsible for non-refundable costs.

Schedule			
1	Roster due	100 days prior to departure January 31, 2020	
2	Final pre-program payment due	60 days prior to departure March 11, 2020 100% of the total pre-program invoice due	
3	Post-program balance due (if applicable)	30 days after the group returns June 23, 2020 100% of the program costs due, including costs for added services (if applicable)	

Prompt Payment Act. In the event any amount due under this Contract remains unpaid for forty-five (45) days after the due date, the unpaid amount shall bear interest from the 31st day after the due date at the rate specified by the Prompt Payment Act, Neb. Rev. Stat. §§81-2401 to 81-2408.

<u>Fees.</u> There is a thirty five dollar (\$35) service charge on returned checks, declined credit cards, or a declined ECheck. A fee up to two hundred and fifty dollars (\$250) may apply for any correction made to names within seventy five (75) days of the departure date. Those opting to make payment by wire transfer must absorb all fees associated with that transaction, making sure WorldStrides receives full payment for program without fees subtracted from wire amount.

Optional Services. Participants have the option to purchase additional services for their program such as pre and post program hotel nights, airport transfers, appointment tickets, as well as other items. Participants are required to pay in full for all additional items selected through the online portal. Additional services purchased are subject to Standard Fees. Participants must be fully paid in order to travel. No refunds will be provided for additional services cancelled within thirty (30) days of departure. If participant purchases optional travel interruption insurance, terms and conditions of the policy will apply.

<u>Cancellations and Associated Penalties</u>. All Cancellations must be sent in writing via email to WorldStrides at <u>highered@worldstrides.org</u>. Cancellations are effective on the date they are received by WorldStrides.

- 1. International air utilization: Between ninety (90) and sixty one (61) days prior to departure, there is a two hundred dollar (\$200) per seat cancellation penalty.
- 2. Cancellation of international air once tickets are issued: Once any international air tickets are processed and ticketed (approximately forty five (45) to sixty (60) days prior to departure), the entire amount of the airline tickets becomes fully non-refundable. In these instances, the issued tickets will be delivered to the cancelling participants and it may be possible, subject to the airline's rules and change fees, to reuse them in the future. However, WorldStrides is not responsible for such changes, and can make no guarantees regarding the availability of any future use. Tour conductor tickets have no value for later use.



- 3. Cancellations within thirty one (31) to sixty (60) days of departure: For any cancellations received between thirty one (31) and sixty (60) days prior to travel, WorldStrides will retain fifty percent (50%) of the ground services portion of the program fee in addition to any penalties due for international air.
- 4. Cancellations within thirty (30) days of departure: Cancellations received within thirty (30) days of departure are subject to a cancellation fee equal to one hundred percent (100%) of both the ground services and international air, although cancelling participants will receive any issued airline tickets subject to airline restrictions on future use.
- 5. U.S. and foreign departure, customs and security taxes, and fuel surcharges as printed on the ticket, are included and are subject to change until time of ticketing, typically forty five (45) days prior to departure. Note: Fuel surcharges are subject to change until time of ticketing. Early ticketing can be made; however, once ticketed, any future changes will incur a change/cancellation penalty.
- 6. Please note that for any new services added to the itinerary after the Contract is executed, WorldStrides reserves the right to apply the more restrictive cancellation terms between WorldStrides cancellation terms and the third-party supplier. WorldStrides will make best efforts to communicate in writing in a timely manner price increases as a result of any College approved changes.

Independent Contractor. WorldStrides shall be an independent contractor and not a College employee for all purposes, including, but not limited to, the application of the Fair Labor Standards Act, minimum wage and overtime payments, the Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, any Nebraska revenue and taxation law, Nebraska workers' compensation law and Nebraska unemployment insurance law. WorldStrides agrees that it is a separate and independent enterprise from the College, that it has a full opportunity to find other business, that it has made its own investment in its business, and that it shall utilize a high level of skill necessary to perform the work. This Contract shall not be construed as creating any partnership, joint venture, or joint employment relationship between WorldStrides and the College, and the College shall not be liable for any obligation incurred by WorldStrides, including but not limited to unpaid minimum wages or overtime premiums. If WorldStrides has employees or subcontractors, WorldStrides further agrees to maintain at least the prescribed minimum workers' compensation insurance coverage for all of WorldStrides's employees for the duration of this Contract. WorldStrides agrees to furnish the College proof of workers' compensation insurance coverage upon request.

<u>Liability Insurance Requirements</u>. WorldStrides is required to carry liability insurance in the amount of one million dollars (\$1,000,000) per occurrence with a five million-dollar (\$5,000,000) umbrella. WorldStrides's insurance policy shall be primary and non-contributory. The College shall be named as an additional insured party on the policy and the certificate of insurance shall reflect that the policy waives its right of subrogation against the College. A copy of the certificate shall be provided to the College. The College will be named on WorldStrides's liability insurance policy. Participants will have embedded insurance that covers a wide range of health and safety risks, with special coverage for medical-related cancellation, mental health, and security or medical evacuation.

Access to Records. WorldStrides agrees to maintain complete records regarding the expenditures of funds provided by the College under this Contract. WorldStrides agrees to allow authorized representatives of the College, the funding Federal Agency, if any, and the United States Comptroller General, if appropriate, free access at reasonable times to all records generated or maintained as a result of this Contract for a period of three (3) years after the termination of this Contract.

<u>Employee Work Eligibility Status.</u> WorldStrides is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.

Non-Discrimination. WorldStrides agrees to comply fully with Title VI of the Civil Rights Act of 1964, as amended, the Nebraska Fair Employment Practice Act, Neb. Rev. Stat. §§48-1101 to 48-1125, as amended, and Board Policy 5000 in that there shall be no discrimination against any employee who is employed in the performance of this Contract, or against any applicant for such employment, because of age, color, national origin, race, religion, disability, sex, sexual orientation, or gender identity. This provision shall include, but not be limited to employment, promotion, demotion, transfer, recruitment, layoff, termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. WorldStrides further agrees to insert a similar provision in all subcontracts for services allowed under this Contract.

ADA & Drug-Free Workplace Requirements. All provisions of this Contract are subject to the Americans with Disabilities Act (ADA). Further, WorldStrides certifies that WorldStrides operates a drug-free workplace and, during the term of this Contract, will be in compliance with the provisions of the Drug-Free Workplace Act of 1988.



Use of Information; Property Ownership. WorldStrides agrees that any and all information gathered in the performance of this Contract, either independently or through the College, shall be held in the strictest confidence and shall be released to no one other than to the College, without prior written authorization of the College. WorldStrides agrees that no authority or information gained through the existence of this Contract will be used to obtain financial gain for WorldStrides, for any member of WorldStrides's immediate family, or for any business with which WorldStrides is associated except to the extent provided by this Contract. WorldStrides further agrees that any tangible or intangible property, including patents, trademarks and other intellectual property, produced, developed, prepared, or created under the terms of this Contract shall be the property of the College. WorldStrides hereby assigns and transfers to the College all right, title and interest in and to any copyright in any copyrightable materials produced under this Contract.

<u>Parties; Subcontractors; Assignment.</u> References to WorldStrides and the College include the parties' officers, employees, agents, and independent contractors and subcontractors. WorldStrides agrees that no subcontractors shall be utilized in the performance of this Contract without the prior written authorization of the College. WorldStrides agrees not to assign or transfer any interest, rights, or duties in this Contract to any person, firm, or corporation without prior written consent of the College.

<u>Complete Agreement; Governing Law; Amendment</u>. This Contract sets forth the entire agreement of the parties and supersedes all prior negotiations, discussions, and proposals. There are no promises, understandings, or agreements of any kind pertaining to this Contract other than those stated herein. This Contract will be construed, interpreted, governed and enforced under the laws of the State of Nebraska. This Contract may be amended at any time in writing upon the agreement and signature of both parties. In case of any conflicting terms between WorldStrides' proposal and this Contract, the terms of this Contract shall control.

Confidentiality. WorldStrides acknowledges that performance under the terms of this Contract may involve receipt of user data from the College. WorldStrides will utilize user data from the College only in the furtherance of this Contract. WorldStrides will notify College within twenty-four (24) hours of becoming aware of any data breach of its systems which expose confidential College user data. WorldStrides will reimburse the College for any and all expenses incurred by the College as a result of a data breach of WorldStrides's systems. If the user data consists of confidential student information protected by The Family Educational Rights and Privacy Act (FERPA), WorldStrides agrees and acknowledges that WorldStrides is acting as an officer of the College for the purposes of this Contract as defined by Nebraska State College Board Policy 3650 (at the time of this writing available at: https://www.nscs.edu/policy-manual/detail/39-3650-student%20records) and will take necessary steps to safeguard the confidential student information. WorldStrides further acknowledges the obligation and agrees to comply with the General Data Protection Regulation (GDPR) privacy laws in regard to the collection, processing, storage, security, management, transfer and erasure of user data.

<u>Changes to Program.</u> WorldStrides reserves the right to make additions or deletions in the program deemed advisable for the well-being of the group or changes in circumstances. WorldStrides will work with key decision makers at the College regarding additions or deletions to the program that are directly related to the well-being of the group or changes in circumstances. WorldStrides will notify the authorized College representative(s) of any proposed changes or alterations to the program before confirming. Reservations are not transferable.

<u>Individual or Group Non-Program Reservations</u> WorldStrides assumes no responsibility for reservations, travel, or program excursions that are not booked directly through WorldStrides. Further, WorldStrides' insurance programs will not extend to or cover any program element that is not booked directly through WorldStrides.

Health & Insurance. Participants with special medical or physical requirements should investigate destination(s) beforehand and ensure the care and conditions they need will be available. For further information regarding travel to specific destination(s), please visit the Centers for Disease Control and Prevention's Travelers' Health website (https://wwwnc.cdc.gov/travel/). Any physical or mental condition requiring special medical attention or equipment must be disclosed in writing to WorldStrides as soon as the condition is known and registration confirmed. WorldStrides will make efforts to meet special needs, but may alter itineraries accordingly. In compliance with WorldStrides safety and security standards, all participants are covered by insurance underwritten by an independent insurer with benefits, including but not limited to, medical, dental, mental health, and emergency medical and security evacuation coverage. Covered expenses resulting from an on-tour incident must be incurred on tour. Any charges not covered will be the responsibility of the participant. In the rare event of a major medical issue, evacuation, or other serious situation, the College and/or participant may be responsible for additional fees related to staff time and risk management resources, and vendor support, if activated.



Registration, Privacy, and Information Retention. WorldStrides risk management procedures and liability insurance providers require collection of certain information from all participants. As a result, participants are required to register online via WorldStrides secure online registration platform. Because the nature of the business requires coordination with various partners and suppliers who assist WorldStrides to deliver the travel services requested, it is necessary to share certain personal information collected from the online registration system. This includes registration of international travelers' email addresses with the U.S. State Department seven (7) days before travel, which may result in participants receiving urgent email advisories before and during the program. WorldStrides assumes no responsibility or liability for unregistered participants and prohibits their participation in the program. WorldStrides uses commercially reasonable physical, technical, and administrative safeguards to assist us in preventing unauthorized access, use and disclosure of sensitive information. Furthermore, WorldStrides uses industry best-practices for the secure and reasonable retention of information and records. In the event that WorldStrides believes an unauthorized party has obtained access to any protected records, WorldStrides will notify the College immediately.

<u>Visa(s) & Passport</u>. Visa(s) are not required for U.S. citizens entering the United Kingdom and Ireland. Some non-U.S. passport holders will be required to obtain a visa on their own, which is based on embassy or consulate requirements. These participants will be provided documents for any arrangements made by WorldStrides. This may include a hotel confirmation letter and confirmations for intra-program transportation, if applicable. Upon request, WorldStrides can also provide a standard invitation letter and proof of insurance. Other documents may be required, and the participant is responsible for obtaining these independently. Please refer to registration materials to be sure that visa issues are addressed prior to travel. WorldStrides will assist in the visa(s) procurement process, the attainment of a visa(s), including transit visas, however, it is ultimately the responsibility of the participant. WorldStrides will communicate specific visa requirements and guidance to non-U.S. residents following their registration. Regardless of whether visas are required or included in package pricing, a customized visa assessment and toolkit (including application(s) and instruction(s) is emailed to every participant with U.S. residency status following their registration. Inability to travel due to a lack of proper travel documents (Passports & Visas) does not constitute grounds for a refund. WorldStrides' quoted visa processing price is subject to adjustment. Visa documents submitted after the processing deadline may result in late fees. Late fees or consular fee changes are the responsibility of the participant.

<u>Participant Responsibility.</u> All program participants will be responsible for their own actions at all times. WorldStrides assumes no responsibility for participants when they are on their own "free time." The College understands that traveling program participants are solely responsible for the pre-program, program, and post-program medical care in all respects, including, but not limited to, obtaining and taking necessary medication(s), vaccinations and any other medical care and treatment. Furthermore, College understands that it is the participants' responsibility to understand the risks associated while traveling, including, but not limited to, understanding hotel fire safety and emergency evacuation plans at each location. Additional information can be found at the State Department's International Travel website (https://travel.state.gov/).

<u>Participant Behavior.</u> While participating on WorldStrides program, participants are ambassadors of the U.S., the College, and WorldStrides, and participants must behave in a manner that is respectful of the host culture, its people and laws at all times. While on the program, participants remain bound by the College's academic and behavioral rules, including any student code of conduct, and participants can be expelled from the program if he/she breaches such rules. Any costs associated with disrespectful behavior, including damage, will be the responsibility of the participant. In the event a participant is expelled from a program, no refund of any kind will be made. Any expelled participant is responsible for all costs to return home. The College is responsible for informing participants of this behavior standard.

<u>Force Majeure</u>. WorldStrides assumes no responsibility for events beyond its reasonable control, including, but not limited to, acts of God, war (whether declared or not), terrorist or criminal activities, strikes, civil unrest, government restrictions, lost or stolen belongings, overbooking of accommodations, mechanical failure of or delays with transportation, illness, dangers associated with animals, sanitation problems, food poisoning, lack of or quality of medical care, or actual, perceived, or threatened epidemics. WorldStrides shall not be responsible for personal or bodily injury, loss, or damage from any event caused by persons or companies not directly or indirectly controlled by WorldStrides, including without limitation air carriers, bus companies, railways, hotels, subcontracted agents, or tour operators, except to the extent of WorldStrides' negligence or willful misconduct in selecting and contracting with such persons or companies.

Indemnity. To the fullest extent permitted by law, WorldStrides will indemnify, participate in the defense of, and hold harmless the College, and its agents and employees, against any claims, damages, losses and expenses, arising out of or resulting from the provision of travel-related services pursuant to the contracted program, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, but only to the extent caused by the negligent acts or omissions of WorldStrides, or anyone directly employed by WorldStrides. This indemnification is specifically limited by the exclusions in the Force Majeure paragraph. Furthermore, this indemnification will not apply to claims, damages, losses or expenses caused in any part by the College. WorldStrides will name the College as an additional insured under its applicable liability policy for the duration of events and travel booked directly through WorldStrides.



<u>College Representative.</u> The College representative for purposes of monitoring and oversight of this Contract is: Kate Pope, telephone 308-432-7079, email <u>kdpope@csc.edu</u>

Signatures.

By signing below, I acknowledge and agree to the terms of this Contract,

Representative, WorldStrides ISA Custom Programs, Lakeland Tours, LLC. dba WorldStrides		The Board of Trustees of the Nebraska State Colleges doing business as Chadron State College (College) President		
Jennefes a Fides	10/23/19			
Jennifer Fisher, MBA Vice President of Program Development	Date	Name:	Date:	
		The Board of Trustees of the Nebraska State C Chancellor	Colleges	
		Name:	Date:	



Exhibit A

Education Track Itinerary in the UK & Ireland

May 10

Departure

Sunday

Group flight departs for London.

Meals Included:

Per airline

May 11

Monday

Meals Included:

Per airline

London Hotel:

Columbia Hotel or similar (1 of 6)

Transportation:

Coach

May 12

Tuesday

Meals Included: Breakfast at the hotel

London Hotel:

Columbia Hotel or similar (2 of 6)

Transportation:

Oyster card (unlimited Zones 1&2) River cruise

Arrival and Acclimation in London

- Meet ISA Site Staff and board private coach at the airport for transfer to afternoon cultural tour.
- Receive your public transportation passes for duration of stay in London. Weekly Oyster Card unlimited travel in zones 1 & 2

Guided Tour of Windsor Castle

Entrance and quide included

- After tour, board coach for a WorldStrides ISA Health & Safety Orientation en-route to hotel.
- Check into the hotel. Free time.

London: University Visit | Thames Cruise | Greenwich Royal Observatory

- After breakfast, meet with Education Track faculty director(s) to prepare for the day.
- Meet ISA Site Staff and set off on public transportation for a morning visit.

Dulwich College Visit or Similar

Sourced by WorldStrides' Global Academic Team

- After visit, return to hotel to meet the other tracks.
- Free time-participants on their own for lunch.
- In the afternoon, meet with ISA Site Staff and set off on public transportation for an afternoon cultural tour.

Guided Tour of River Thames Cruise to Greenwich

Entrance fee/cruise ticket and guide included; tour of building exteriors only

• After docking, disembark the boat and set off on foot to the Royal Observatory.

Guided Tour of Royal Observatory

Entrance and quide included

• After tour, return to the hotel. Free time.



Wednesday

Meals Included:

Breakfast at the hotel

London Hotel:

Columbia Hotel or similar (3 of 6)

Transportation:

Train

Oyster card (unlimited Zones 1&2)

London: School Visit | Free Time | London Eye

- After breakfast, meet with Education Track faculty director(s) to prepare for the day.
- Meet ISA Site Staff and set off on train for a morning visit.

Anglo-European School, Ingatestone or Similar Sourced by WorldStrides' Global Academic Team

- After tour, return to hotel to meet the other tracks.
- Participants have lunch on their own around the hotel.
- Free time to explore London.
- In the early evening, meet with ISA Site Staff and set off on public transportation for an evening cultural tour.

Self-Guided Tour of the London Eye

Entrance included and ISA Staff member will serve as support

• Return to the hotel. Free time.

May 14

Thursday

Meals Included:

Breakfast at the hotel

London Hotel:

Columbia Hotel or similar (4 of 6)

Transportation:

Coach Foot

Day Trip to Oxford

- Meet ISA Site Staff and board coach for a day trip.
- Coach to Oxford Approximately 1 hour and 30 Minutes

Guided Tour of Oxford

Entrance to Christ College and guide included; no other entrances included

- After tour of Oxford, meet Education Track faculty director(s) and set off on foot for tour.
- Participants lunch on their own en-route to afternoon tour.

Guided Tour of the Ashmolean Museum

Entrance and guide included

• After tour, meet ISA Site Staff and board coach for transfer to the hotel. Free time.

May 15

Friday

Meals Included:

Breakfast at the hotel

London Hotel:

Columbia Hotel or similar (5 of 6)

Transportation:

Oyster card (unlimited Zones 1&2)

London: School Visits

- After breakfast, meet with Education Track faculty director(s) to prepare for the day.
- Meet ISA Site Staff and set off on public transportation for a morning visit.

St. Paul's Church of England Primary School or Similar

Sourced by WorldStrides' Global Academic Team

- After first school visit, set off on public transportation for transfer to second school visit.
- Participants lunch on their own en-route to afternoon visit.

Millbrook Park Church of England Primary School or Similar Sourced by WorldStrides' Global Academic Team

• After visit, meet ISA Site Staff and return to the hotel. Free time.



Saturday

Meals Included:

Breakfast at the hotel

London Hotel:

Columbia Hotel or similar (6 of 6)

Transportation:

Oyster card (unlimited Zones 1&2)

London: Westminster Abbey | Parliament

• Meet ISA Site Staff and set off on public transportation for a morning tour.

Guided Tour of Westminster Abbey

Entrances and guide included

• Participants have lunch on their own en-route to afternoon tour.

Guided Tour of Houses of Parliament

Entrances and blue badge guide included

• After tour, return to the hotel. Free time.

May 17 Travel to Dublin | Tour of Dublin

Sunday

Meals Included:

Breakfast at the hotel

<u>Dublin Accommodations:</u> Trinity College (1 of 7)

Transportation:

Coach Air Foot

- Meet ISA Site staff and check out of hotel. Board coach and depart for the airport.
- Flight to Dublin Approximately 1 hour & 20 minutes

Intra-Program Flight

Flight #OriginDestinationDepartureArrivalBA834London (LHR)Dublin (DUB)10:35 a.m.12:10 p.m.

- Meet ISA Site Staff and board private coach at the airport.
- Check into dorm. Store luggage if rooms are not available.
- Receive public transportation passes for duration of stay in Dublin 7-day Leap Visitor Card included.
- Meet ISA Site Staff and set off on foot/public transportation for an afternoon cultural tour.
- Participants have lunch on their own en-route to afternoon tour.

Guided Walking Tour of Dublin City

No entrances included; quide included

• After tour, return to the dorm. Free time.

May 18 Dublin: Trinity School | Trinity College & Book of Kells

Monday

Meals Included:

Breakfast at KC Peaches (voucher included)

Dublin Accommodations:

Trinity College (2 of 7)

Transportation:

7-day Leap Visitor Card

- After breakfast, meet with Education Track faculty director(s) to prepare for the day.
- Meet ISA Site Staff and set off on public transportation for a morning visit.

Trinity College, School of Education or Similar Sourced by WorldStrides' Global Academic Team

- Participants have lunch on their own before afternoon tour.
- After lunch, meet ISA Site Staff and set off on foot for an afternoon cultural tour.

Guided Tour of Trinity College & Book of Kells

Entrance and student guide included

After tour, return to the dorm. Free time.



Tuesday

Meals Included:

Breakfast at KC Peaches (voucher included)

<u>Dublin Accommodations:</u>

Trinity College (3 of 7)

Transportation:

7-day Leap Visitor Card

Dublin: School Visit | Company Visit

- After breakfast, meet with Education Track faculty director(s) to prepare for the day.
- Meet ISA Site Staff and set off on public transportation for a morning visit.

St. Mary's Primary School or Similar

Sourced by WorldStrides' Global Academic Team

Participants lunch on their own en-route to afternoon visit.

Teacher's Union of Ireland or Similar

Sourced by WorldStrides' Global Academic Team

• After visit, return to the dorm. Free time.

May 20

Wednesday

Meals Included:

Breakfast at KC Peaches (voucher included)

Dublin Accommodations:

Trinity College (4 of 7)

Transportation:

Coach Taxi Foot

Day Trip to Belfast

- Meet ISA Site Staff and board coach for a day trip to Belfast.
- Coach to Belfast Approximately 2 hours
- Upon arrival, split into respective tracks and meet with Education Track faculty director(s) and board coach for a morning visit.

Northern Ireland Council for Integrated Education (NICIE) or Similar Sourced by WorldStrides' Global Academic Team

- Afterwards, board coach for transfer to meet with the other tracks at Belfast City Hall.
- Participants have lunch on their own around City Hall.
- Meet ISA Site Staff for an afternoon cultural tour.

Guided Black Taxi Tour of Peace Walls & Murals

Entrance and guide included

- Free time to explore Belfast.
- In the evening, meet ISA Site Staff and board coach for transfer to the dorm in Dublin.

May 21

Thursday

Meals Included:

Breakfast at KC Peaches (voucher included)

Dublin Accommodations:

Trinity College (5 of 7)

Transportation:

Coach Foot

School Visit | Plunket Museum of Irish Education | Jameson Distillery

- After breakfast, meet with Education Track faculty director(s) to prepare for the day.
- Meet ISA Site Staff and board coach for a morning visit.

Dublin Gaiety School or Similar

Sourced by WorldStrides' Global Academic Team

- After visit, participants have lunch on their own.
- Meet ISA Site Staff and board coach for a cultural tour.

Self-Guided Tour Plunket Museum of Irish Education

Donation included and ISA Staff member will serve as support

• After tour, meet ISA Site Staff and board coach for an afternoon tour.

Self-Guided Tour of Jameson Distillery

Entrance included and ISA Staff member will serve as support

• After tour, return to the dorm. Free time.



Friday

Meals Included:

Breakfast at KC Peaches (voucher included)

Dublin Accommodations:

Trinity College (6 of 7)

Transportation:

Coach Foot

Day Trip to Cliffs of Moher

- Meet ISA Site Staff and board coach for a day trip.
- Coach to Galway Approximately 2 hours and 25 minutes
- Upon arrival, short walking tour of Galway.

Self-Guided Walking Tour of Galway

No entrances necessary and ISA Staff member will serve as support

- After tour, depart to Doolin (Approximately 1 hour and 30 minutes)
- Participants have lunch on their own in Doolin.
- After lunch, board coach and drive to the Cliffs of Moher.

Self-Guided Tour of Cliffs of Moher

Entrance included and ISA Staff member will serve as support

- After tour, board coach and return to dorm in Dublin.
- Participants have dinner on their own en-route to the dorm. Free time.

May 23

Saturday

Meals Included:

Breakfast at KC Peaches (voucher included) Lunch

Dublin Accommodations:

Trinity College (7 of 7)

Transportation:

Own Foot

7-day Leap Visitor Card

Farewell to Dublin

- Free time in morning to explore Dublin.
- In the afternoon, meet ISA Site Staff in the dorm lobby to travel to the restaurant.
- Farewell Lunch at Old Storehouse as a group.
- Return to dorm.
- In the evening, meet ISA Site Staff and set off on foot for an evening Riverdance Show. Ticket included.
- After show, return to the dorm. Free time.

May 24

Sunday

Meals Included:

Breakfast at KC Peaches (voucher included)
Per Airline

Transportation:

Coach

Return Home

- Meet ISA Site Staff to check out of dorm. Board coach and transfer to the airport for return flight home
- Group flight departs en-route to United States.

Program Ends



Exhibit B

Comprehensive inclusions, Support Services & Investment Details

The itineraries reflect the day-to-day arrangements designed for the program. Meals, tours and excursions, academic/company visits, accommodations, and transportation are provided by WorldStrides as detailed in each itinerary.

During the program WorldStrides provides: Locally-based ISA Resident staff and orientation meeting upon arrival

- o English-speaking, trained professional tour guides, as noted.
- o Entrances for cultural sites, unless otherwise noted.
- Ground transportation including:
- Transportation in safe, clean motorcoach as noted in itinerary -Full day = eight (8) hours; Half day = four (4) hours
 - Transfers to visits within city limits (note visits outside city limits may incur additional costs)
 - Meal transfers, as noted
 - Airport transfer for group flights
- Public transportation passes, as noted in itinerary.
- Intra-city transportation, as listed in itinerary.
- Intra-program flight from London to Dublin
- Bottled water on coach rides
- One non-alcoholic drink at all included meals

Before the program departs, WorldStrides provides:

- Marketing website and resources to help promote the program to students
- Customized online registration portal to manage student registration, payments, dietary and health information collection, roommates, etc.
- A customized app with offline access to materials including -day-to-day itinerary, group messaging, and important documents
- Customized pre-departure information for students and faculty

Academic Support

WorldStrides provides:

- Curriculum Support
- Nine (9) university/school visits arranged by the Global Academic Team.
- Destination and business briefing materials prepared by WorldStrides' Global Academic Team including company and speaker profiles and destination-specific economic information



Air Transportation

- Round-trip international flight is listed in program details. Group air booking requires ten (10) or more passengers traveling on the same itinerary. In order to ensure confirmation of flights without interruption due to unforeseen cancellations, WorldStrides recommends individual air ticketing for the group of twelve (12) or less.
 - Note: 140 seats held on British Airways
- One-way economy class ticket included in ground package price from London to Dublin with airport taxes and transfers.
 - Note: 72 seats held on British Airways.

Flight #1: British Airways - 13 seats booked

Departure Flights

Date	Flight #	<u>Origin</u>	<u>Destination</u>	Departure	<u>Arrival</u>
05/10/2020	BA218	Denver (DEN)	London (LHR)	7:35 p.m.	11:35 a.m. +1
Please note: Intra-program transportation is listed in the working itinerary, unless otherwise noted.					
Return Flights					

<u>Date</u>	Flight #	<u>Origin</u>	<u>Destination</u>	<u>Departure</u>	<u>Arrival</u>
05/24/2020	BA831	Dublin (DUB)	London (LHR)	7:30 a.m.	9:10 a.m.
05/24/2020	BA219	London (LHR)	Denver (DEN)	2:40 p.m.	5:30 p.m.

Flight #2: British Airways – 62 seats booked

Departure Flights

<u>Date</u>	Flight #	<u>Origin</u>	<u>Destination</u>	<u>Departure</u>	<u>Arrival</u>
05/10/2020	BA218	Denver (DEN)	London (LHR)	7:35 p.m.	11:35 a.m. +1
Please note: Intra-program transportation is listed in the working itinerary, unless otherwise noted.					

Return Flights

<u>Date</u>	Flight #	<u>Origin</u>	<u>Destination</u>	<u>Departure</u>	<u>Arrival</u>
05/24/2020	BA827	Dublin (DUB)	London (LHR)	10:45 a.m.	12:15 p.m.
05/24/2020	BA219	London (LHR)	Denver (DEN)	2:40 p.m.	5:30 p.m.

Flight #3: British Airways – 65 seats booked

Departure Flights

Date	Flight #	<u>Origin</u>	<u>Destination</u>	Departure	<u>Arrival</u>	
05/10/2020	BA218	Denver (DEN)	London (LHR)	7:35 p.m.	11:35 a.m. +1	
Please note: Intra-program transportation is listed in the working itinerary, unless otherwise noted.						
Return Flights						

<u>Date</u>	Flight #	<u>Origin</u>	<u>Destination</u>	<u>Departure</u>	<u>Arrival</u>
05/24/2020	BA833	Dublin (DUB)	London (LHR)	9:15 a.m.	10:45 a.m.
05/24/2020	BA219	London (LHR)	Denver (DEN)	2:40 p.m.	5:30 p.m.



Accommodations

- Six (6) nights in twin occupancy in London at the Columbia Hotel or similar.
 - The exact hotel will be determined based on number of participants and availability. Students will be in twin rooms and program leaders will be in single rooms.
- Seven (7) nights in student dorms in <u>Dublin</u> at Trinity College Dublin.
 - Students will either be in twin rooms or four (4) room-apartments, depending on availability.
 - The twin rooms will have a private bathroom. The room includes two (2) single beds that are not lofted or bunkbeds. Kitchens are communal and located on each floor.
 - The apartments will have four (4) single rooms each with a single bed. Each apartment will have two (2) bathrooms, a kitchen, and a common space.
 - Breakfast vouchers are included
 - Towels and bed linens are included with cleaning services on specific days.
 - Faculty director(s) will be in single rooms with a private bathroom or a four (4) room apartment. The 4-room apartment will be private and have two bathrooms, kitchen, and common space. The extra beds will be empty and paid for by College if the faculty director(s) stay in apartments.
 - A housing deposit is not required for the residence; however, participants will be financially responsible for any damages in their room. Should a participant damage the residence hall, WorldStrides requests that College work within established institutional parameters to ensure that financial obligations to WorldStrides are met by College participants. Alternatively, College may remit payment on the participant's behalf and require the participants to repay the College. Prior to departure, College will inform participants that the above conditions are in place.



Per Person Program Ground, Intra-Program Air, & International Air Costs

Package includes components detailed throughout this Contract.

54,850 Twin/shared occupancy for participants throughout the program based on ten to fourteen (10-14) full paying participants (FPP) & one (1) faculty director (single occupancy) included in the program costs. Price is inclusive of all ground transportation, intra-program airfare, and international airfare.

\$4,507 Supplement for an additional faculty director in single accommodations throughout the program (per faculty director)

Scholarships and Financial Assistance

WorldStrides is committed to making global travel experiences accessible for student participants.

Group Scholarships/Grants – College will be eligible for a fifty dollar (\$50) scholarship per FPP for up to thirty (30) student participants (regardless of the number of tracks). If College registers thirty one plus (31+) FPP and chooses to do Long-Haul air with WorldStrides, a one hundred dollar (\$100) scholarship per FPP will be available. The award for this scholarship will be credited to the College on the College's program invoices prior to the payment deadline.

International Financial Assistance – This need-based assistance program awards small grants to student participants who demonstrate financial need. Learn more at: https://fundraising.worldstrides.com/international-financial-assistance-program/. Limit to four (4) College students per year. The College will receive a credit on the program invoice for the student's stipend(s) indicating which students earned the funding for the College to disperse to the student's account(s).

Higher Ed Traveler Scholarships — WorldStrides offers a three thousand dollar (\$3,000) scholarship to three (3) worthy students who will be participating in short-term study abroad annually. One (1) winner is selected in the fall; two (2) more are selected in the spring/summer. Students will be chosen based on an application and personal statement. Learn more at worldstrides.com/higheredtravelerscholarship. College student participants are eligible to apply for this scholarship. College students awarded the Higher Ed Traveler Scholarship will receive a check written to the student participant in the amount of three thousand dollars (\$3,000).

Optional Items Priced Separately

One hundred ninety nine dollar (\$199) Optional Travel Protection Plan – Cancel for Any Reason (per person)

Miscellaneous:

- Program costs for a free faculty director in single rooms are included with minimum participants. Their international airfare and intra-program airfare are included.
- Luggage overage fees and hotel incidentals such as mini bar use, is not included and are the responsibility of participants.
- Accommodations are booked at time of program confirmation. If the represented property is not available, a comparable property may be substituted with advance notice to the College.
- The following items are not currently included in the program costs:
 - Uneven room pairing charges if faculty director(s) are placed in a four (4) bedroom apartment and there are extra beds the beds are to be paid for by the College.
 - Local mobile phone rental for faculty director(s)/staff















Contract for Services

The Board of Trustees of the Nebraska State Colleges doing business as Chadron State College English & Literature Track to London & Dublin May 2020

Contract for Services

This Contract for Services (Contract) is made by and between the Board of Trustees of the Nebraska State Colleges doing business as Chadron State College (College) and Lakeland Tours, LLC. dba WorldStrides (WorldStrides). Contract begins September 30, 2019, and ends June 30, 2020. Program services provided under this Contract are described in detail in Exhibits A and B, which are incorporated by reference into this Contract.

Price and Payment Terms. Prices in this Contract are contingent on having ten (10) full paying participants (FPP) traveling per track. Should the FPP number fall below ten (10) FPP per track, the program will have to be repriced and the Contract will be amended accordingly. Price considerations include, but are not limited to, airline, vendor, or group-imposed schedule changes or delays as well as fuel surcharges or local country taxes and fee adjustments. WorldStrides will communicate in writing any known charges to the College representative. The College will determine if the College or individual participants will be responsible for these additional charges. The prices are fixed in United States dollars, WorldStrides accepts any foreign currency risk including all current local government taxes, where applicable for included services. Group air is based on ten (10) or more participants traveling on the same itinerary. If this number falls below ten (10), group air is no longer applicable and tickets will be subject to the current market price. Participants are responsible for the differences between the quoted group fare and the individual published fare. When booked, seats and price are only guaranteed up to one hundred (100) days prior to departure. Payment as agreed upon by both parties must be received prior to the group's departure. All participants must be fully paid prior to travel unless alternative arrangements have been agreed upon.

College agrees to send a final roster of traveling participants no later than January 31, 2020. If a participant withdraws between the submission of the roster to WorldStrides and sixty (60) days prior to departure, the College will be responsible for non-refundable costs.

Schedule			
1	Roster due	100 days prior to departure January 31, 2020	
2	Final pre-program payment due	60 days prior to departure March 11, 2020 100% of the total pre-program invoice due	
3	Post-program balance due (if applicable)	30 days after the group returns June 23, 2020 100% of the program costs due, including costs for added services (if applicable)	

Prompt Payment Act. In the event any amount due under this Contract remains unpaid for forty-five (45) days after the due date, the unpaid amount shall bear interest from the 31st day after the due date at the rate specified by the Prompt Payment Act, Neb. Rev. Stat. §§81-2401 to 81-2408.

<u>Fees.</u> There is a thirty five dollar (\$35) service charge on returned checks, declined credit cards, or a declined ECheck. A fee up to two hundred and fifty dollars (\$250) may apply for any correction made to names within seventy five (75) days of the departure date. Those opting to make payment by wire transfer must absorb all fees associated with that transaction, making sure WorldStrides receives full payment for program without fees subtracted from wire amount.

Optional Services. Participants have the option to purchase additional services for their program such as pre and post program hotel nights, airport transfers, appointment tickets, as well as other items. Participants are required to pay in full for all additional items selected through the online portal. Additional services purchased are subject to Standard Fees. Participants must be fully paid in order to travel. No refunds will be provided for additional services cancelled within thirty (30) days of departure. If participant purchases optional travel interruption insurance, terms and conditions of the policy will apply.

<u>Cancellations and Associated Penalties</u>. All Cancellations must be sent in writing via email to WorldStrides at <u>highered@worldstrides.org</u>. Cancellations are effective on the date they are received by WorldStrides.

- 1. International air utilization: Between ninety (90) and sixty one (61) days prior to departure, there is a two hundred dollar (\$200) per seat cancellation penalty.
- 2. Cancellation of international air once tickets are issued: Once any international air tickets are processed and ticketed (approximately forty five (45) to sixty (60) days prior to departure), the entire amount of the airline tickets becomes fully non-refundable. In these instances, the issued tickets will be delivered to the cancelling participants and it may be possible, subject to the airline's rules and change fees, to reuse them in the future. However, WorldStrides is not responsible for such changes, and can make no quarantees regarding the availability of any future use. Tour conductor tickets have no value for later use.



- 3. Cancellations within thirty one (31) to sixty (60) days of departure: For any cancellations received between thirty one (31) and sixty (60) days prior to travel, WorldStrides will retain fifty percent (50%) of the ground services portion of the program fee in addition to any penalties due for international air.
- 4. Cancellations within thirty (30) days of departure: Cancellations received within thirty (30) days of departure are subject to a cancellation fee equal to one hundred percent (100%) of both the ground services and international air, although cancelling participants will receive any issued airline tickets subject to airline restrictions on future use.
- 5. U.S. and foreign departure, customs and security taxes, and fuel surcharges as printed on the ticket, are included and are subject to change until time of ticketing, typically forty five (45) days prior to departure. Note: Fuel surcharges are subject to change until time of ticketing. Early ticketing can be made; however, once ticketed, any future changes will incur a change/cancellation penalty.
- 6. Please note that for any new services added to the itinerary after the Contract is executed, WorldStrides reserves the right to apply the more restrictive cancellation terms between WorldStrides cancellation terms and the third-party supplier. WorldStrides will make best efforts to communicate in writing in a timely manner price increases as a result of any College approved changes.

Independent Contractor. WorldStrides shall be an independent contractor and not a College employee for all purposes, including, but not limited to, the application of the Fair Labor Standards Act, minimum wage and overtime payments, the Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, any Nebraska revenue and taxation law, Nebraska workers' compensation law and Nebraska unemployment insurance law. WorldStrides agrees that it is a separate and independent enterprise from the College, that it has a full opportunity to find other business, that it has made its own investment in its business, and that it shall utilize a high level of skill necessary to perform the work. This Contract shall not be construed as creating any partnership, joint venture, or joint employment relationship between WorldStrides and the College, and the College shall not be liable for any obligation incurred by WorldStrides, including but not limited to unpaid minimum wages or overtime premiums. If WorldStrides has employees or subcontractors, WorldStrides further agrees to maintain at least the prescribed minimum workers' compensation insurance coverage for all of WorldStrides's employees for the duration of this Contract. WorldStrides agrees to furnish the College proof of workers' compensation insurance coverage upon request.

<u>Liability Insurance Requirements</u>. WorldStrides is required to carry liability insurance in the amount of one million dollars (\$1,000,000) per occurrence with a five million-dollar (\$5,000,000) umbrella. WorldStrides's insurance policy shall be primary and non-contributory. The College shall be named as an additional insured party on the policy and the certificate of insurance shall reflect that the policy waives its right of subrogation against the College. A copy of the certificate shall be provided to the College. The College will be named on WorldStrides's liability insurance policy. Participants will have embedded insurance that covers a wide range of health and safety risks, with special coverage for medical-related cancellation, mental health, and security or medical evacuation.

Access to Records. WorldStrides agrees to maintain complete records regarding the expenditures of funds provided by the College under this Contract. WorldStrides agrees to allow authorized representatives of the College, the funding Federal Agency, if any, and the United States Comptroller General, if appropriate, free access at reasonable times to all records generated or maintained as a result of this Contract for a period of three (3) years after the termination of this Contract.

<u>Employee Work Eligibility Status.</u> WorldStrides is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.

Non-Discrimination. WorldStrides agrees to comply fully with Title VI of the Civil Rights Act of 1964, as amended, the Nebraska Fair Employment Practice Act, Neb. Rev. Stat. §§48-1101 to 48-1125, as amended, and Board Policy 5000 in that there shall be no discrimination against any employee who is employed in the performance of this Contract, or against any applicant for such employment, because of age, color, national origin, race, religion, disability, sex, sexual orientation, or gender identity. This provision shall include, but not be limited to employment, promotion, demotion, transfer, recruitment, layoff, termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. WorldStrides further agrees to insert a similar provision in all subcontracts for services allowed under this Contract.

ADA & Drug-Free Workplace Requirements. All provisions of this Contract are subject to the Americans with Disabilities Act (ADA). Further, WorldStrides certifies that WorldStrides operates a drug-free workplace and, during the term of this Contract, will be in compliance with the provisions of the Drug-Free Workplace Act of 1988.



Use of Information; Property Ownership. WorldStrides agrees that any and all information gathered in the performance of this Contract, either independently or through the College, shall be held in the strictest confidence and shall be released to no one other than to the College, without prior written authorization of the College. WorldStrides agrees that no authority or information gained through the existence of this Contract will be used to obtain financial gain for WorldStrides, for any member of WorldStrides's immediate family, or for any business with which WorldStrides is associated except to the extent provided by this Contract. WorldStrides further agrees that any tangible or intangible property, including patents, trademarks and other intellectual property, produced, developed, prepared, or created under the terms of this Contract shall be the property of the College. WorldStrides hereby assigns and transfers to the College all right, title and interest in and to any copyright in any copyrightable materials produced under this Contract.

<u>Parties; Subcontractors; Assignment.</u> References to WorldStrides and the College include the parties' officers, employees, agents, and independent contractors and subcontractors. WorldStrides agrees that no subcontractors shall be utilized in the performance of this Contract without the prior written authorization of the College. WorldStrides agrees not to assign or transfer any interest, rights, or duties in this Contract to any person, firm, or corporation without prior written consent of the College.

<u>Complete Agreement; Governing Law; Amendment</u>. This Contract sets forth the entire agreement of the parties and supersedes all prior negotiations, discussions, and proposals. There are no promises, understandings, or agreements of any kind pertaining to this Contract other than those stated herein. This Contract will be construed, interpreted, governed and enforced under the laws of the State of Nebraska. This Contract may be amended at any time in writing upon the agreement and signature of both parties. In case of any conflicting terms between WorldStrides' proposal and this Contract, the terms of this Contract shall control.

Confidentiality. WorldStrides acknowledges that performance under the terms of this Contract may involve receipt of user data from the College. WorldStrides will utilize user data from the College only in the furtherance of this Contract. WorldStrides will notify College within twenty-four (24) hours of becoming aware of any data breach of its systems which expose confidential College user data. WorldStrides will reimburse the College for any and all expenses incurred by the College as a result of a data breach of WorldStrides's systems. If the user data consists of confidential student information protected by The Family Educational Rights and Privacy Act (FERPA), WorldStrides agrees and acknowledges that WorldStrides is acting as an officer of the College for the purposes of this Contract as defined by Nebraska State College Board Policy 3650 (at the time of this writing available at: https://www.nscs.edu/policy-manual/detail/39-3650-student%20records) and will take necessary steps to safeguard the confidential student information. WorldStrides further acknowledges the obligation and agrees to comply with the General Data Protection Regulation (GDPR) privacy laws in regard to the collection, processing, storage, security, management, transfer and erasure of user data.

Changes to Program. WorldStrides reserves the right to make additions or deletions in the program deemed advisable for the well-being of the group or changes in circumstances. WorldStrides will work with key decision makers at the College regarding additions or deletions to the program that are directly related to the well-being of the group or changes in circumstances. WorldStrides will notify the authorized College representative(s) of any proposed changes or alterations to the program before confirming. Reservations are not transferable.

<u>Individual or Group Non-Program Reservations</u> WorldStrides assumes no responsibility for reservations, travel, or program excursions that are not booked directly through WorldStrides. Further, WorldStrides' insurance programs will not extend to or cover any program element that is not booked directly through WorldStrides.

Health & Insurance. Participants with special medical or physical requirements should investigate destination(s) beforehand and ensure the care and conditions they need will be available. For further information regarding travel to specific destination(s), please visit the Centers for Disease Control and Prevention's Travelers' Health website (https://wwwnc.cdc.qov/travel/). Any physical or mental condition requiring special medical attention or equipment must be disclosed in writing to WorldStrides as soon as the condition is known and registration confirmed. WorldStrides will make efforts to meet special needs, but may alter itineraries accordingly. In compliance with WorldStrides safety and security standards, all participants are covered by insurance underwritten by an independent insurer with benefits, including but not limited to, medical, dental, mental health, and emergency medical and security evacuation coverage. Covered expenses resulting from an on-tour incident must be incurred on tour. Any charges not covered will be the responsibility of the participant. In the rare event of a major medical issue, evacuation, or other serious situation, the College and/or participant may be responsible for additional fees related to staff time and risk management resources, and vendor support, if activated.



Registration, Privacy, and Information Retention. WorldStrides risk management procedures and liability insurance providers require collection of certain information from all participants. As a result, participants are required to register online via WorldStrides secure online registration platform. Because the nature of the business requires coordination with various partners and suppliers who assist WorldStrides to deliver the travel services requested, it is necessary to share certain personal information collected from the online registration system. This includes registration of international travelers' email addresses with the U.S. State Department seven (7) days before travel, which may result in participants receiving urgent email advisories before and during the program. WorldStrides assumes no responsibility or liability for unregistered participants and prohibits their participation in the program. WorldStrides uses commercially reasonable physical, technical, and administrative safeguards to assist us in preventing unauthorized access, use and disclosure of sensitive information. Furthermore, WorldStrides uses industry best-practices for the secure and reasonable retention of information and records. In the event that WorldStrides believes an unauthorized party has obtained access to any protected records, WorldStrides will notify the College immediately.

<u>Visa(s) & Passport</u>. Visa(s) are not required for U.S. citizens entering the United Kingdom and Ireland. Some non-U.S. passport holders will be required to obtain a visa on their own, which is based on embassy or consulate requirements. These participants will be provided documents for any arrangements made by WorldStrides. This may include a hotel confirmation letter and confirmations for intra-program transportation, if applicable. Upon request, WorldStrides can also provide a standard invitation letter and proof of insurance. Other documents may be required, and the participant is responsible for obtaining these independently. Please refer to registration materials to be sure that visa issues are addressed prior to travel. WorldStrides will assist in the visa(s) procurement process, the attainment of a visa(s), including transit visas, however, it is ultimately the responsibility of the participant. WorldStrides will communicate specific visa requirements and guidance to non-U.S. residents following their registration. Regardless of whether visas are required or included in package pricing, a customized visa assessment and toolkit (including application(s) and instruction(s) is emailed to every participant with U.S. residency status following their registration. Inability to travel due to a lack of proper travel documents (Passports & Visas) does not constitute grounds for a refund. WorldStrides' quoted visa processing price is subject to adjustment. Visa documents submitted after the processing deadline may result in late fees. Late fees or consular fee changes are the responsibility of the participant.

<u>Participant Responsibility.</u> All program participants will be responsible for their own actions at all times. WorldStrides assumes no responsibility for participants when they are on their own "free time." The College understands that traveling program participants are solely responsible for the pre-program, program, and post-program medical care in all respects, including, but not limited to, obtaining and taking necessary medication(s), vaccinations and any other medical care and treatment. Furthermore, College understands that it is the participants' responsibility to understand the risks associated while traveling, including, but not limited to, understanding hotel fire safety and emergency evacuation plans at each location. Additional information can be found at the State Department's International Travel website (https://travel.state.gov/).

<u>Participant Behavior.</u> While participating on WorldStrides program, participants are ambassadors of the U.S., the College, and WorldStrides, and participants must behave in a manner that is respectful of the host culture, its people and laws at all times. While on the program, participants remain bound by the College's academic and behavioral rules, including any student code of conduct, and participants can be expelled from the program if he/she breaches such rules. Any costs associated with disrespectful behavior, including damage, will be the responsibility of the participant. In the event a participant is expelled from a program, no refund of any kind will be made. Any expelled participant is responsible for all costs to return home. The College is responsible for informing participants of this behavior standard.

<u>Force Majeure</u>. WorldStrides assumes no responsibility for events beyond its reasonable control, including, but not limited to, acts of God, war (whether declared or not), terrorist or criminal activities, strikes, civil unrest, government restrictions, lost or stolen belongings, overbooking of accommodations, mechanical failure of or delays with transportation, illness, dangers associated with animals, sanitation problems, food poisoning, lack of or quality of medical care, or actual, perceived, or threatened epidemics. WorldStrides shall not be responsible for personal or bodily injury, loss, or damage from any event caused by persons or companies not directly or indirectly controlled by WorldStrides, including without limitation air carriers, bus companies, railways, hotels, subcontracted agents, or tour operators, except to the extent of WorldStrides' negligence or willful misconduct in selecting and contracting with such persons or companies.

Indemnity. To the fullest extent permitted by law, WorldStrides will indemnify, participate in the defense of, and hold harmless the College, and its agents and employees, against any claims, damages, losses and expenses, arising out of or resulting from the provision of travel-related services pursuant to the contracted program, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, but only to the extent caused by the negligent acts or omissions of WorldStrides, or anyone directly employed by WorldStrides. This indemnification is specifically limited by the exclusions in the Force Majeure paragraph. Furthermore, this indemnification will not apply to claims, damages, losses or expenses caused in any part by the College. WorldStrides will name the College as an additional insured under its applicable liability policy for the duration of events and travel booked directly through WorldStrides.



<u>College Representative.</u> The College representative for purposes of monitoring and oversight of this Contract is: Kate Pope, telephone 308-432-7079, email <u>kdpope@csc.edu</u>

Signatures.

By signing below, I acknowledge and agree to the terms of this Contract,

Representative, WorldStrides ISA Custom Programs, Lakeland Tours, LLC. dba WorldStrides		The Board of Trustees of the Nebraska State Colleges doing business as Chadron State College (College) President	
Jennifer Fisher, MBA Vice President of Program Development	10/23/19 Date	Name:	Date:
		The Board of Trustees of the Nebr Chancellor	aska State Colleges
		Name:	Date:



Exhibit A

English & Literature Track Itinerary in the UK & Ireland

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Departure

Sunday

Group flight departs for London.

Meals Included: Per airline

May 11

Monday

Meals Included:

Per airline

London Hotel:

Columbia Hotel or similar (1 of 6)

Transportation:

Coach

May 12

Tuesday

Meals Included: Breakfast at the hotel

London Hotel:

Columbia Hotel or similar (2 of 6)

Transportation:

Oyster card (unlimited Zones 1&2) River cruise

Arrival and Acclimation in London

- Meet ISA Site Staff and board private coach at the airport for transfer to afternoon cultural tour.
- Receive your public transportation passes for duration of stay in London. Weekly Oyster Card unlimited travel in zones 1 & 2

Guided Tour of Windsor Castle

Entrance and quide included

- After tour, board coach for a WorldStrides ISA Health & Safety Orientation en-route to hotel.
- Check into the hotel. Free time.

London: Guest Lecture | Thames Cruise | Greenwich Royal Observatory

- After breakfast, meet with English & Literature Track faculty director(s) to prepare for the day.
- Meet ISA Site Staff and set off on public transportation for a morning guest lecture at the ISA Site
 office.

Guest Lecture – English Literature

Sourced by WorldStrides' Global Academic Team

- After guest lecture, return to hotel to meet the other tracks.
- Free time- participants on their own for lunch.
- In the afternoon, meet with ISA Site Staff and set off on public transportation for an afternoon cultural tour.

Guided Tour of River Thames Cruise to Greenwich

Entrance fee/cruise ticket and guide included; tour of building exteriors only

• After docking, disembark the boat and set off on foot to the Royal Observatory.

Guided Tour of Royal Observatory

Entrance and guide included

• After tour, return to the hotel. Free time.



Wednesday

Meals Included: Breakfast at the hotel

London Hotel:

Columbia Hotel or similar (3 of 6)

Transportation:

Oyster card (unlimited Zones 1&2)

London: Globe Theatre | Free Time | London Eye

- After breakfast, meet with English & Literature Track faculty director(s) to prepare for the day.
- Meet ISA Site Staff and set off on public transportation for a morning cultural tour.

Guided Tour of Globe Theatre

Entrance and guide included

- After tour, return to hotel to meet the other tracks.
- Participants have lunch on their own around the hotel.
- Free time to explore London.
- In the early evening, meet with ISA Site Staff and set off on public transportation for an evening cultural tour.

Self-Guided Tour of the London Eye

Entrance included and ISA Staff member will serve as support

• Return to the hotel. Free time.

May 14

Thursday

Meals Included:

Breakfast at the hotel

London Hotel:

Columbia Hotel or similar (4 of 6)

Transportation:

Coach Foot

Day Trip to Oxford

- Meet ISA Site Staff and board coach for a day trip.
- Coach to Oxford Approximately 1 hour and 30 Minutes

Guided Tour of Oxford

Entrance to Christ College included; no other entrances included

- After tour of Oxford, meet English & Literature Track faculty director(s) and set off on foot for tour
- Participants lunch on their own en-route to afternoon tour.

Guided Tour of the Ashmolean Museum

Entrance and guide included

Continue to next visit.

Self-Guided Oxford Union

Entrances and short lecture included; ISA Staff member will serve as support

• After tour, meet ISA Site Staff and board coach for transfer to the hotel. Free time.

May 15

Friday

Meals Included:

Breakfast at the hotel

London Hotel:

Columbia Hotel or similar (5 of 6)

Transportation:

Foot

Oyster card (unlimited Zones 1&2)

London: Shakespeare Guided Walking Tour | Free Afternoon

- After breakfast, meet with English & Literature Track faculty director(s) to prepare for the day.
- Meet ISA Site Staff and set off on public transportation.

Guided Walking Tour Focused on Shakespeare

No entrances included; guide included

• After tour, meet ISA Site Staff and return to the hotel. Free time.



Saturday

Meals Included: Breakfast at the hotel

London Hotel: Columbia Hotel or similar (6 of 6)

Transportation: Oyster card (unlimited Zones 1&2)

London: Westminster Abbey | Parliament

Meet ISA Site Staff and set off on public transportation for a morning tour.

Guided Tour of Westminster Abbey

Entrances and guide included

Participants have lunch on their own en-route to afternoon tour.

Guided Tour of Houses of Parliament

Entrances and blue badge guide included

• After tour, return to the hotel. Free time.

May 17

Sunday

Meals Included: Breakfast at the hotel

Dublin Accommodations: Trinity College (1 of 7)

Transportation:

Coach Air Foot

Travel to Dublin | Tour of Dublin

- Meet ISA Site staff and check out of hotel. Board coach and depart for the airport.
- Flight to Dublin Approximately 1 hour & 20 minutes

Intra-Program Flight

Flight #	<u>Origin</u>	<u>Destination</u>	Departure	<u>Arrival</u>
BA834	London (LHR)	Dublin (DUB)	10:35 a.m.	12:10 p.m.

- Meet ISA Site Staff and board private coach at the airport.
- Check into dorm. Store luggage if rooms are not available.
- Receive public transportation passes for duration of stay in Dublin 7-day Leap Visitor Card included.
- Meet ISA Site Staff and set off on foot/public transportation for an afternoon cultural tour.
- Participants have lunch on their own en-route to afternoon tour.

Guided Walking Tour of Dublin City

No entrances included; quide included

• After tour, return to the dorm. Free time.

May 18

Monday

Meals Included:

Breakfast at KC Peaches (voucher included)

Dublin Accommodations:

Trinity College (2 of 7)

Transportation:

7-day Leap Visitor Card

Foot

Dublin: National Library of Ireland | Trinity College & Book of Kells

- After breakfast, meet with English & Literature Track faculty director(s) to prepare for the day.
- Meet ISA Site Staff and set off on public transportation for a morning cultural tour.

Self-Guided Tour of National Library of Ireland

Donation included and ISA Staff member will serve as support

- Participants have lunch on their own before afternoon tour.
- After lunch, meet ISA Site Staff and set off on foot for and afternoon cultural tour.

Guided Tour of Trinity College & Book of Kells

Entrance and student guide included

• After tour, return to the dorm. Free time.



Tuesday

Meals Included:

Breakfast at KC Peaches (voucher included)

<u>Dublin Accommodations:</u>

Trinity College (3 of 7)

Transportation:

7-day Leap Visitor Card

Foot

May 20

Wednesday

Meals Included:

Breakfast at KC Peaches (voucher included)

<u>Dublin Accommodations:</u>

Trinity College (4 of 7)

Transportation:

Coach Foot

May 21

Thursday

Meals Included:

Breakfast at KC Peaches (voucher included)

Dublin Accommodations:

Trinity College (5 of 7)

Transportation:

7-day Leap Visitor Card Foot

Dublin: Irish Writer's Center | Dublin Writer's Museum

- After breakfast, meet with English & Literature Track faculty director(s) to prepare for the day.
- Meet ISA Site Staff and set off on public transportation for a morning cultural tour.

Irish Writer's Center Workshop

Donation included and ISA Staff member will serve as support

Participants lunch on their own en-route to afternoon cultural tour.

Self-Guided Tour of Dublin's Writer's Museum

Entrance included and ISA Staff member will serve as support

• After tour, return to the dorm. Free time.

Day Trip to Belfast

- Meet ISA Site Staff and board coach for a day trip to Belfast.
- Coach to Belfast Approximately 2 hours
- Upon arrival, split into respective tracks and meet with English & Literature Track faculty director(s) and transfer for a morning visit.

Self-Guided Tour of Linen Hall Library

Entrance included and ISA Staff member will serve as support

- Afterwards, board coach for transfer to meet with the other tracks at Belfast City Hall.
- Participants have lunch on their own around City Hall.
- Meet ISA Site Staff for an afternoon cultural tour.

Guided Black Taxi Tour of Peace Walls & Murals

Entrance and guide included

- Free time to explore Belfast.
- In the evening, meet ISA Site Staff and board coach for transfer to the dorm in Dublin.

Dublin: Walking Tour of Leopold Bloom | Jameson Distillery

- After breakfast, meet with English & Literature Track faculty director(s) to prepare for the day.
- Meet ISA Site Staff and set off on public transportation for a tour.

Guided Walking Tour of the Footsteps of Leopold Bloom

Entrance and guide included

- After tour, participants have lunch on their own.
- Return to the dorm with some free time.
- Meet ISA Site Staff and set off on foot/public transportation for an afternoon tour.

Self-Guided Tour of Jameson Distillery

Entrance included and ISA Staff member will serve as support

• After tour, return to the dorm. Free time.



Friday

Meals Included:

Breakfast at KC Peaches (voucher included)

Dublin Accommodations:

Trinity College (6 of 7)

Transportation:

Coach Foot

Day Trip to Cliffs of Moher

- Meet ISA Site Staff and board coach for a day trip.
- Coach to Galway Approximately 2 hours and 25 minutes
- Upon arrival, short walking tour of Galway.

Self-Guided Walking Tour of Galway

No entrances necessary and ISA Staff member will serve as support

- After tour, depart to Doolin (Approximately 1 hour and 30 minutes)
- Participants have lunch on their own in Doolin.
- After lunch, board coach and drive to the Cliffs of Moher.

Self-Guided Tour of Cliffs of Moher

Entrance included and ISA Staff member will serve as support

- After tour, board coach and return to dorm in Dublin.
- Participants have dinner on their own en-route to the dorm. Free time.

May 23

Saturday

Meals Included:

Breakfast at KC Peaches (voucher included) Lunch

Dublin Accommodations:

Trinity College (7 of 7)

Transportation:

Own Foot

Farewell to Dublin

- Free time in morning to explore Dublin.
- In the afternoon, meet ISA Site Staff in the dorm lobby to travel to the restaurant.
- Farewell Lunch at Old Storehouse as a group.
- Return to dorm.
- In the evening, meet ISA Site Staff and set off on foot for an evening Riverdance Show. Ticket included.
- After show, return to the dorm. Free time.

May 24

Sunday

Meals Included:

Breakfast at KC Peaches (voucher included)
Per Airline

Transportation:

Coach

Return Home

- Meet ISA Site Staff to check out of dorm. Board coach and transfer to the airport for return flight home.
- Group flight departs en-route to United States

Program Ends



Exhibit B

Comprehensive inclusions, Support Services & Investment Details

The itineraries reflect the day-to-day arrangements designed for the program. Meals, tours and excursions, academic/company visits, accommodations, and transportation are provided by WorldStrides as detailed in each itinerary.

During the program WorldStrides provides: Locally-based ISA Resident staff and orientation meeting upon arrival

- o English-speaking, trained professional tour guides, as noted.
- o Entrances for cultural sites, unless otherwise noted.
- Ground transportation including:
- Transportation in safe, clean motorcoach as noted in itinerary -Full day = eight (8) hours; Half day = four (4) hours
 - Transfers to visits within city limits (note visits outside city limits may incur additional costs)
 - Meal transfers, as noted
 - Airport transfer for group flights
- o Public transportation passes, as noted in itinerary.
- Intra-city transportation, as listed in itinerary.
- Intra-program flight from London to Dublin
- Bottled water on coach rides
- One non-alcoholic drink at all included meals

Before the program departs, WorldStrides provides:

- Marketing website and resources to help promote the program to students
- Customized online registration portal to manage student registration, payments, dietary and health information collection, roommates, etc.
- A customized app with offline access to materials including -day-to-day itinerary, group messaging, and important documents
- Customized pre-departure information for students and faculty

Academic Support

WorldStrides provides:

- Curriculum Support
- Classroom space for three (3) hours at the ISA Site Office for the Guest Lecture on May 12
- Destination and business briefing materials prepared by WorldStrides' Global Academic Team including company and speaker profiles and destination-specific economic information



Air Transportation

- Round-trip international flight is listed in program details. Group air booking requires ten (10) or more passengers traveling on the same itinerary. In order to ensure confirmation of flights without interruption due to unforeseen cancellations, WorldStrides recommends individual air ticketing for the group of twelve (12) or less.
 - Note: 140 seats held on British Airways
- One-way economy class ticket included in ground package price from London to Dublin with airport taxes and transfers.
 - Note: 72 seats held on British Airways.

Flight #1: British Airways - 13 seats booked

Departure Flights

Date	Flight #	<u>Origin</u>	<u>Destination</u>	Departure	<u>Arrival</u>
05/10/2020	BA218	Denver (DEN)	London (LHR)	7:35 p.m.	11:35 a.m. +1
Please note: Intra-program transportation is listed in the working itinerary, unless otherwise noted.					
Return Flights					

<u>Date</u>	Flight #	<u>Origin</u>	<u>Destination</u>	Departure	<u>Arrival</u>
05/24/2020	BA831	Dublin (DUB)	London (LHR)	7:30 a.m.	9:10 a.m.
05/24/2020	BA219	London (LHR)	Denver (DEN)	2:40 p.m.	5:30 p.m.

Flight #2: British Airways – 62 seats booked

Departure Flights

<u>Date</u>	Flight #	<u>Origin</u>	<u>Destination</u>	<u>Departure</u>	<u>Arrival</u>
05/10/2020	BA218	Denver (DEN)	London (LHR)	7:35 p.m.	11:35 a.m. +1
Please note: Intra-program transportation is listed in the working itinerary, unless otherwise noted.					

Return Flights

<u>Date</u>	Flight #	<u>Origin</u>	<u>Destination</u>	<u>Departure</u>	<u>Arrival</u>
05/24/2020	BA827	Dublin (DUB)	London (LHR)	10:45 a.m.	12:15 p.m.
05/24/2020	BA219	London (LHR)	Denver (DEN)	2:40 p.m.	5:30 p.m.

Flight #3: British Airways – 65 seats booked

Departure Flights

<u>Date</u>	Flight #	<u>Origin</u>	<u>Destination</u>	Departure	<u>Arrival</u>	
05/10/2020	BA218	Denver (DEN)	London (LHR)	7:35 p.m.	11:35 a.m. +1	
Please note: In	tra-program tran	sportation is listed in the	working itinerary, unle	ess otherwise note	ed.	
Return Flights						

Return Fugnts

<u>Date</u>	Flight #	<u>Origin</u>	<u>Destination</u>	Departure	<u>Arrival</u>
05/24/2020	BA833	Dublin (DUB)	London (LHR)	9:15 a.m.	10:45 a.m.
05/24/2020	BA219	London (LHR)	Denver (DEN)	2:40 p.m.	5:30 p.m.



Accommodations

- Six (6) nights in twin occupancy in London at the Columbia Hotel or similar.
 - The exact hotel will be determined based on number of participants and availability. Students will be in twin rooms and program leaders will be in single rooms.
- Seven (7) nights in student dorms in <u>Dublin</u> at Trinity College Dublin.
 - Students will either be in twin rooms or four (4) room-apartments, depending on availability.
 - The twin rooms will have a private bathroom. The room includes two (2) single beds that are not lofted or bunkbeds. Kitchens are communal and located on each floor.
 - The apartments will have four (4) single rooms each with a single bed. Each apartment will have two (2) bathrooms, a kitchen, and a common space.
 - Breakfast vouchers are included
 - Towels and bed linens are included with cleaning services on specific days.
 - Faculty director(s) will be in single rooms with a private bathroom or a four (4) room apartment. The 4-room apartment will be private and have two bathrooms, kitchen, and common space. The extra beds will be empty and paid for by College if the faculty director(s) stay in apartments.
 - A housing deposit is not required for the residence; however, participants will be financially responsible for any damages in their room. Should a participant damage the residence hall, WorldStrides requests that College work within established institutional parameters to ensure that financial obligations to WorldStrides are met by College participants. Alternatively, College may remit payment on the participant's behalf and require the participants to repay the College. Prior to departure, College will inform participants that the above conditions are in place.



Per Person Program Ground, Intra-Program Air, & International Air Costs

Package includes components detailed throughout this Contract.

54,850 Twin/shared occupancy for participants throughout the program based on ten to fourteen (10-14) full paying participants (FPP) & one (1) faculty director (single occupancy) included in the program costs. Price is inclusive of all ground transportation, intra-program airfare, and international airfare.

\$4,507 Supplement for an additional faculty director in single accommodations throughout the program (per faculty director)

Scholarships and Financial Assistance

WorldStrides is committed to making global travel experiences accessible for student participants.

Group Scholarships/Grants – College will be eligible for a fifty dollar (\$50) scholarship per FPP for up to thirty (30) student participants (regardless of the number of tracks). If College registers thirty one plus (31+) FPP and chooses to do Long-Haul air with WorldStrides, a one hundred dollar (\$100) scholarship per FPP will be available. The award for this scholarship will be credited to the College on the College's program invoices prior to the payment deadline.

International Financial Assistance – This need-based assistance program awards small grants to student participants who demonstrate financial need. Learn more at: https://fundraising.worldstrides.com/international-financial-assistance-program/. Limit to four (4) College students per year. The College will receive a credit on the program invoice for the student's stipend(s) indicating which students earned the funding for the College to disperse to the student's account(s).

Higher Ed Traveler Scholarships — WorldStrides offers a three thousand dollar (\$3,000) scholarship to three (3) worthy students who will be participating in short-term study abroad annually. One (1) winner is selected in the fall; two (2) more are selected in the spring/summer. Students will be chosen based on an application and personal statement. Learn more at worldstrides.com/higheredtravelerscholarship. College student participants are eligible to apply for this scholarship. College students awarded the Higher Ed Traveler Scholarship will receive a check written to the student participant in the amount of three thousand dollars (\$3,000).

Optional Items Priced Separately

One hundred ninety nine dollar (\$199) Optional Travel Protection Plan – Cancel for Any Reason (per person)

Miscellaneous:

- Program costs for a free faculty director in single rooms are included with minimum participants. Their international airfare and intra-program airfare are included.
- Luggage overage fees and hotel incidentals such as mini bar use, is not included and are the responsibility of participants.
- Accommodations are booked at time of program confirmation. If the represented property is not available, a comparable property may be substituted with advance notice to the College.
- The following items are not currently included in the program costs:
 - Uneven room pairing charges if faculty director(s) are placed in a four (4) bedroom apartment and there are extra beds the beds are to be paid for by the College.
 - Local mobile phone rental for faculty director(s)/staff















Contract for Services

The Board of Trustees of the Nebraska State Colleges doing business as Chadron State College Justice Studies Track to London & Dublin May 2020

Contract for Services

This Contract for Services (Contract) is made by and between the Board of Trustees of the Nebraska State Colleges doing business as Chadron State College (College) and Lakeland Tours, LLC. dba WorldStrides (WorldStrides). Contract begins September 30, 2019, and ends June 30, 2020. Program services provided under this Contract are described in detail in Exhibits A and B, which are incorporated by reference into this Contract.

Price and Payment Terms. Prices in this Contract are contingent on having ten (10) full paying participants (FPP) traveling per track. Should the FPP number fall below ten (10) FPP per track, the program will have to be repriced and the Contract will be amended accordingly. Price considerations include, but are not limited to, airline, vendor, or group-imposed schedule changes or delays as well as fuel surcharges or local country taxes and fee adjustments. WorldStrides will communicate in writing any known charges to the College representative. The College will determine if the College or individual participants will be responsible for these additional charges. The prices are fixed in United States dollars, WorldStrides accepts any foreign currency risk including all current local government taxes, where applicable for included services. Group air is based on ten (10) or more participants traveling on the same itinerary. If this number falls below ten (10), group air is no longer applicable and tickets will be subject to the current market price. Participants are responsible for the differences between the quoted group fare and the individual published fare. When booked, seats and price are only guaranteed up to one hundred (100) days prior to departure. Payment as agreed upon by both parties must be received prior to the group's departure. All participants must be fully paid prior to travel unless alternative arrangements have been agreed upon.

College agrees to send a final roster of traveling participants no later than January 31, 2020. If a participant withdraws between the submission of the roster to WorldStrides and sixty (60) days prior to departure, the College will be responsible for non-refundable costs.

	Schedule			
1	Roster due	100 days prior to departure January 31, 2020		
2	Final pre-program payment due	60 days prior to departure March 11, 2020 100% of the total pre-program invoice due		
3	Post-program balance due (if applicable)	30 days after the group returns June 23, 2020 100% of the program costs due, including costs for added services (if applicable)		

Prompt Payment Act. In the event any amount due under this Contract remains unpaid for forty-five (45) days after the due date, the unpaid amount shall bear interest from the 31st day after the due date at the rate specified by the Prompt Payment Act, Neb. Rev. Stat. §§81-2401 to 81-2408.

<u>Fees.</u> There is a thirty five dollar (\$35) service charge on returned checks, declined credit cards, or a declined ECheck. A fee up to two hundred and fifty dollars (\$250) may apply for any correction made to names within seventy five (75) days of the departure date. Those opting to make payment by wire transfer must absorb all fees associated with that transaction, making sure WorldStrides receives full payment for program without fees subtracted from wire amount.

Optional Services. Participants have the option to purchase additional services for their program such as pre and post program hotel nights, airport transfers, appointment tickets, as well as other items. Participants are required to pay in full for all additional items selected through the online portal. Additional services purchased are subject to Standard Fees. Participants must be fully paid in order to travel. No refunds will be provided for additional services cancelled within thirty (30) days of departure. If participant purchases optional travel interruption insurance, terms and conditions of the policy will apply.

<u>Cancellations and Associated Penalties</u>. All Cancellations must be sent in writing via email to WorldStrides at <u>highered@worldstrides.org</u>. Cancellations are effective on the date they are received by WorldStrides.

- 1. International air utilization: Between ninety (90) and sixty one (61) days prior to departure, there is a two hundred dollar (\$200) per seat cancellation penalty.
- 2. Cancellation of international air once tickets are issued: Once any international air tickets are processed and ticketed (approximately forty five (45) to sixty (60) days prior to departure), the entire amount of the airline tickets becomes fully non-refundable. In these instances, the issued tickets will be delivered to the cancelling participants and it may be possible, subject to the airline's rules and change fees, to reuse them in the future. However, WorldStrides is not responsible for such changes, and can make no guarantees regarding the availability of any future use. Tour conductor tickets have no value for later use.



- 3. Cancellations within thirty one (31) to sixty (60) days of departure: For any cancellations received between thirty one (31) and sixty (60) days prior to travel, WorldStrides will retain fifty percent (50%) of the ground services portion of the program fee in addition to any penalties due for international air.
- 4. Cancellations within thirty (30) days of departure: Cancellations received within thirty (30) days of departure are subject to a cancellation fee equal to one hundred percent (100%) of both the ground services and international air, although cancelling participants will receive any issued airline tickets subject to airline restrictions on future use.
- 5. U.S. and foreign departure, customs and security taxes, and fuel surcharges as printed on the ticket, are included and are subject to change until time of ticketing, typically forty five (45) days prior to departure. Note: Fuel surcharges are subject to change until time of ticketing. Early ticketing can be made; however, once ticketed, any future changes will incur a change/cancellation penalty.
- 6. Please note that for any new services added to the itinerary after the Contract is executed, WorldStrides reserves the right to apply the more restrictive cancellation terms between WorldStrides cancellation terms and the third-party supplier. WorldStrides will make best efforts to communicate in writing in a timely manner price increases as a result of any College approved changes.

Independent Contractor. WorldStrides shall be an independent contractor and not a College employee for all purposes, including, but not limited to, the application of the Fair Labor Standards Act, minimum wage and overtime payments, the Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, any Nebraska revenue and taxation law, Nebraska workers' compensation law and Nebraska unemployment insurance law. WorldStrides agrees that it is a separate and independent enterprise from the College, that it has a full opportunity to find other business, that it has made its own investment in its business, and that it shall utilize a high level of skill necessary to perform the work. This Contract shall not be construed as creating any partnership, joint venture, or joint employment relationship between WorldStrides and the College, and the College shall not be liable for any obligation incurred by WorldStrides, including but not limited to unpaid minimum wages or overtime premiums. If WorldStrides has employees or subcontractors, WorldStrides further agrees to maintain at least the prescribed minimum workers' compensation insurance coverage for all of WorldStrides's employees for the duration of this Contract. WorldStrides agrees to furnish the College proof of workers' compensation insurance coverage upon request.

<u>Liability Insurance Requirements</u>. WorldStrides is required to carry liability insurance in the amount of one million dollars (\$1,000,000) per occurrence with a five million-dollar (\$5,000,000) umbrella. WorldStrides's insurance policy shall be primary and non-contributory. The College shall be named as an additional insured party on the policy and the certificate of insurance shall reflect that the policy waives its right of subrogation against the College. A copy of the certificate shall be provided to the College. The College will be named on WorldStrides's liability insurance policy. Participants will have embedded insurance that covers a wide range of health and safety risks, with special coverage for medical-related cancellation, mental health, and security or medical evacuation.

Access to Records. WorldStrides agrees to maintain complete records regarding the expenditures of funds provided by the College under this Contract. WorldStrides agrees to allow authorized representatives of the College, the funding Federal Agency, if any, and the United States Comptroller General, if appropriate, free access at reasonable times to all records generated or maintained as a result of this Contract for a period of three (3) years after the termination of this Contract.

<u>Employee Work Eligibility Status.</u> WorldStrides is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.

Non-Discrimination. WorldStrides agrees to comply fully with Title VI of the Civil Rights Act of 1964, as amended, the Nebraska Fair Employment Practice Act, Neb. Rev. Stat. §§48-1101 to 48-1125, as amended, and Board Policy 5000 in that there shall be no discrimination against any employee who is employed in the performance of this Contract, or against any applicant for such employment, because of age, color, national origin, race, religion, disability, sex, sexual orientation, or gender identity. This provision shall include, but not be limited to employment, promotion, demotion, transfer, recruitment, layoff, termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. WorldStrides further agrees to insert a similar provision in all subcontracts for services allowed under this Contract.

ADA & Drug-Free Workplace Requirements. All provisions of this Contract are subject to the Americans with Disabilities Act (ADA). Further, WorldStrides certifies that WorldStrides operates a drug-free workplace and, during the term of this Contract, will be in compliance with the provisions of the Drug-Free Workplace Act of 1988.



Use of Information; Property Ownership. WorldStrides agrees that any and all information gathered in the performance of this Contract, either independently or through the College, shall be held in the strictest confidence and shall be released to no one other than to the College, without prior written authorization of the College. WorldStrides agrees that no authority or information gained through the existence of this Contract will be used to obtain financial gain for WorldStrides, for any member of WorldStrides's immediate family, or for any business with which WorldStrides is associated except to the extent provided by this Contract. WorldStrides further agrees that any tangible or intangible property, including patents, trademarks and other intellectual property, produced, developed, prepared, or created under the terms of this Contract shall be the property of the College. WorldStrides hereby assigns and transfers to the College all right, title and interest in and to any copyright in any copyrightable materials produced under this Contract.

<u>Parties; Subcontractors; Assignment.</u> References to WorldStrides and the College include the parties' officers, employees, agents, and independent contractors and subcontractors. WorldStrides agrees that no subcontractors shall be utilized in the performance of this Contract without the prior written authorization of the College. WorldStrides agrees not to assign or transfer any interest, rights, or duties in this Contract to any person, firm, or corporation without prior written consent of the College.

<u>Complete Agreement; Governing Law; Amendment</u>. This Contract sets forth the entire agreement of the parties and supersedes all prior negotiations, discussions, and proposals. There are no promises, understandings, or agreements of any kind pertaining to this Contract other than those stated herein. This Contract will be construed, interpreted, governed and enforced under the laws of the State of Nebraska. This Contract may be amended at any time in writing upon the agreement and signature of both parties. In case of any conflicting terms between WorldStrides' proposal and this Contract, the terms of this Contract shall control.

Confidentiality. WorldStrides acknowledges that performance under the terms of this Contract may involve receipt of user data from the College. WorldStrides will utilize user data from the College only in the furtherance of this Contract. WorldStrides will notify College within twenty-four (24) hours of becoming aware of any data breach of its systems which expose confidential College user data. WorldStrides will reimburse the College for any and all expenses incurred by the College as a result of a data breach of WorldStrides's systems. If the user data consists of confidential student information protected by The Family Educational Rights and Privacy Act (FERPA), WorldStrides agrees and acknowledges that WorldStrides is acting as an officer of the College for the purposes of this Contract as defined by Nebraska State College Board Policy 3650 (at the time of this writing available at: https://www.nscs.edu/policy-manual/detail/39-3650-student%20records) and will take necessary steps to safeguard the confidential student information. WorldStrides further acknowledges the obligation and agrees to comply with the General Data Protection Regulation (GDPR) privacy laws in regard to the collection, processing, storage, security, management, transfer and erasure of user data.

<u>Changes to Program.</u> WorldStrides reserves the right to make additions or deletions in the program deemed advisable for the well-being of the group or changes in circumstances. WorldStrides will work with key decision makers at the College regarding additions or deletions to the program that are directly related to the well-being of the group or changes in circumstances. WorldStrides will notify the authorized College representative(s) of any proposed changes or alterations to the program before confirming. Reservations are not transferable.

<u>Individual or Group Non-Program Reservations</u> WorldStrides assumes no responsibility for reservations, travel, or program excursions that are not booked directly through WorldStrides. Further, WorldStrides' insurance programs will not extend to or cover any program element that is not booked directly through WorldStrides.

Health & Insurance. Participants with special medical or physical requirements should investigate destination(s) beforehand and ensure the care and conditions they need will be available. For further information regarding travel to specific destination(s), please visit the Centers for Disease Control and Prevention's Travelers' Health website (https://wwwnc.cdc.qov/travel/). Any physical or mental condition requiring special medical attention or equipment must be disclosed in writing to WorldStrides as soon as the condition is known and registration confirmed. WorldStrides will make efforts to meet special needs, but may alter itineraries accordingly. In compliance with WorldStrides safety and security standards, all participants are covered by insurance underwritten by an independent insurer with benefits, including but not limited to, medical, dental, mental health, and emergency medical and security evacuation coverage. Covered expenses resulting from an on-tour incident must be incurred on tour. Any charges not covered will be the responsibility of the participant. In the rare event of a major medical issue, evacuation, or other serious situation, the College and/or participant may be responsible for additional fees related to staff time and risk management resources, and vendor support, if activated.



Registration, Privacy, and Information Retention. WorldStrides risk management procedures and liability insurance providers require collection of certain information from all participants. As a result, participants are required to register online via WorldStrides secure online registration platform. Because the nature of the business requires coordination with various partners and suppliers who assist WorldStrides to deliver the travel services requested, it is necessary to share certain personal information collected from the online registration system. This includes registration of international travelers' email addresses with the U.S. State Department seven (7) days before travel, which may result in participants receiving urgent email advisories before and during the program. WorldStrides assumes no responsibility or liability for unregistered participants and prohibits their participation in the program. WorldStrides uses commercially reasonable physical, technical, and administrative safeguards to assist us in preventing unauthorized access, use and disclosure of sensitive information. Furthermore, WorldStrides uses industry best-practices for the secure and reasonable retention of information and records. In the event that WorldStrides believes an unauthorized party has obtained access to any protected records, WorldStrides will notify the College immediately.

<u>Visa(s) & Passport</u>. Visa(s) are not required for U.S. citizens entering the United Kingdom and Ireland. Some non-U.S. passport holders will be required to obtain a visa on their own, which is based on embassy or consulate requirements. These participants will be provided documents for any arrangements made by WorldStrides. This may include a hotel confirmation letter and confirmations for intra-program transportation, if applicable. Upon request, WorldStrides can also provide a standard invitation letter and proof of insurance. Other documents may be required, and the participant is responsible for obtaining these independently. Please refer to registration materials to be sure that visa issues are addressed prior to travel. WorldStrides will assist in the visa(s) procurement process, the attainment of a visa(s), including transit visas, however, it is ultimately the responsibility of the participant. WorldStrides will communicate specific visa requirements and guidance to non-U.S. residents following their registration. Regardless of whether visas are required or included in package pricing, a customized visa assessment and toolkit (including application(s) and instruction(s) is emailed to every participant with U.S. residency status following their registration. Inability to travel due to a lack of proper travel documents (Passports & Visas) does not constitute grounds for a refund. WorldStrides' quoted visa processing price is subject to adjustment. Visa documents submitted after the processing deadline may result in late fees. Late fees or consular fee changes are the responsibility of the participant.

<u>Participant Responsibility.</u> All program participants will be responsible for their own actions at all times. WorldStrides assumes no responsibility for participants when they are on their own "free time." The College understands that traveling program participants are solely responsible for the pre-program, program, and post-program medical care in all respects, including, but not limited to, obtaining and taking necessary medication(s), vaccinations and any other medical care and treatment. Furthermore, College understands that it is the participants' responsibility to understand the risks associated while traveling, including, but not limited to, understanding hotel fire safety and emergency evacuation plans at each location. Additional information can be found at the State Department's International Travel website (https://travel.state.gov/).

<u>Participant Behavior.</u> While participating on WorldStrides program, participants are ambassadors of the U.S., the College, and WorldStrides, and participants must behave in a manner that is respectful of the host culture, its people and laws at all times. While on the program, participants remain bound by the College's academic and behavioral rules, including any student code of conduct, and participants can be expelled from the program if he/she breaches such rules. Any costs associated with disrespectful behavior, including damage, will be the responsibility of the participant. In the event a participant is expelled from a program, no refund of any kind will be made. Any expelled participant is responsible for all costs to return home. The College is responsible for informing participants of this behavior standard.

<u>Force Majeure</u>. WorldStrides assumes no responsibility for events beyond its reasonable control, including, but not limited to, acts of God, war (whether declared or not), terrorist or criminal activities, strikes, civil unrest, government restrictions, lost or stolen belongings, overbooking of accommodations, mechanical failure of or delays with transportation, illness, dangers associated with animals, sanitation problems, food poisoning, lack of or quality of medical care, or actual, perceived, or threatened epidemics. WorldStrides shall not be responsible for personal or bodily injury, loss, or damage from any event caused by persons or companies not directly or indirectly controlled by WorldStrides, including without limitation air carriers, bus companies, railways, hotels, subcontracted agents, or tour operators, except to the extent of WorldStrides' negligence or willful misconduct in selecting and contracting with such persons or companies.

Indemnity. To the fullest extent permitted by law, WorldStrides will indemnify, participate in the defense of, and hold harmless the College, and its agents and employees, against any claims, damages, losses and expenses, arising out of or resulting from the provision of travel-related services pursuant to the contracted program, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, but only to the extent caused by the negligent acts or omissions of WorldStrides, or anyone directly employed by WorldStrides. This indemnification is specifically limited by the exclusions in the Force Majeure paragraph. Furthermore, this indemnification will not apply to claims, damages, losses or expenses caused in any part by the College. WorldStrides will name the College as an additional insured under its applicable liability policy for the duration of events and travel booked directly through WorldStrides.



<u>College Representative.</u> The College representative for purposes of monitoring and oversight of this Contract is: Kate Pope, telephone 308-432-7079, email <u>kdpope@csc.edu</u>

Signatures.

By signing below, I acknowledge and agree to the terms of this Contract,

Representative, WorldStrides ISA Custom Programs, Lakeland Tours, LLC. dba WorldStrides		The Board of Trustees of the Nebraska State Colleges doing business as Chadron State College (College) President	
Jennifer Fisher, MBA Vice President of Program Development	10/23/19 Date	Name:	Date:
		The Board of Trustees of the Nebr Chancellor	aska State Colleges
		Name:	Date:



Exhibit A

Justice Studies Track Itinerary in the UK & Ireland

- 10 /		
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Departure

Sunday

Group flight departs for London.

Meals Included:

Per airline

May 11

Monday

Meals Included:

Per airline

London Hotel:

Columbia Hotel or similar (1 of 6)

Transportation:

Coach

Arrival and Acclimation in London

- Meet ISA Site Staff and board private coach at the airport for transfer to afternoon cultural tour.
- Receive your public transportation passes for duration of stay in London. Weekly Oyster Card unlimited travel in zones 1 & 2

Guided Tour of Windsor Castle

Entrance and quide included

- After tour, board coach for a WorldStrides ISA Health & Safety Orientation en-route to hotel.
- Check into the hotel. Free time.

May 12

Tuesday

Meals Included:

Breakfast at the hotel

London Hotel:

Columbia Hotel or similar (2 of 6)

Transportation:

Oyster card (unlimited Zones 1&2)
River cruise

London: City Courts Tour | Thames Cruise | Greenwich Royal Observatory

- After breakfast, meet with Justice Studies Track faculty director(s) to prepare for the day.
- Meet ISA Site Staff and set off on public transportation for a morning tour.

Criminal Courts Tour with the City of London Magistrates' Court

Entrances and guide included

- After tour, return to hotel to meet the other tracks.
- Free time- participants on their own for lunch.
- In the afternoon, meet with ISA Site Staff and set off on public transportation for an afternoon cultural tour.

Guided Tour of River Thames Cruise to Greenwich

Entrance fee/cruise ticket and guide included; tour of building exteriors only

• After docking, disembark the boat and set off on foot to the Royal Observatory.

Guided Tour of Royal Observatory

Entrance and guide included

• After tour, return to the hotel. Free time.



Wednesday

Meals Included: Breakfast at the hotel

London Hotel:

Columbia Hotel or similar (3 of 6)

Transportation:

Foot

Oyster card (unlimited Zones 1&2)

London: Supreme Court of the UK | Legal Walking Tour | London Eye

- After breakfast, meet with Justice Studies Track faculty director(s) to prepare for the day.
- Meet ISA Site Staff and set off on foot for a morning cultural tour.

Guided Tour of the Supreme Court of the UK

Entrances and guide included

• After tour, participants lunch on their own before continuing to afternoon tour.

Self-Guided Walking Legal Tour of London

Criminal Defense Lawyer fees included; ISA Staff member will serve as support

- After tour, return to hotel to meet the other tracks.
- Participants have lunch on their own around the hotel.
- Free time to explore London.
- In the early evening, meet with ISA Site Staff and set off on public transportation for an evening cultural tour.

Self-Guided Tour of the London Eye

Entrance included and ISA Staff member will serve as support

• Return to the hotel. Free time.

May 14

Thursday

Meals Included: Breakfast at the hotel

London Hotel:

Columbia Hotel or similar (4 of 6)

Transportation:

Coach Foot

Day Trip to Oxford

- Meet ISA Site Staff and board coach for a day trip.
- Coach to Oxford Approximately 1 hour and 30 Minutes

Guided Tour of Oxford

Entrance to Christ College and quide included; no other entrances included

- After tour of Oxford, meet Justice Studies Track faculty director(s) and set off on foot for tour.
- Participants lunch on their own en-route to afternoon tour.

Guided Tour of the Ashmolean Museum

Entrance and guide included

After tour, meet ISA Site Staff and board coach for transfer to the hotel. Free time.

May 15

Friday

Meals Included:
Breakfast at the hotel

London Hotel:

Columbia Hotel or similar (5 of 6)

Transportation:

Own

London: Free Day

- Free time.
- Participants seek lunch and dinner on own.



Saturday

Meals Included:

Breakfast at the hotel

London Hotel:

Columbia Hotel or similar (6 of 6)

Transportation:

Meals Included: Breakfast at the hotel

Transportation:

Coach

Air

Foot

Dublin Accommodations: Trinity College (1 of 7)

Oyster card (unlimited Zones 1&2)

London: Westminster Abbey | Parliament

Meet ISA Site Staff and set off on public transportation for a morning tour.

Guided Tour of Westminster Abbey

Entrances and guide included

Participants have lunch on their own en-route to afternoon tour.

Guided Tour of Houses of Parliament

Entrances and blue badge guide included

• After tour, return to the hotel. Free time.

Travel to Dublin I Tour of Dublin **Mav 17**

Sunday

- Meet ISA Site staff and check out of hotel. Board coach and depart for the airport.
- Flight to Dublin Approximately 1 hour & 20 minutes

Intra-Program Flight

Flight #	<u>Origin</u>	<u>Destination</u>	Departure	<u>Arrival</u>
BA834	London (LHR)	Dublin (DUB)	10:35 a.m.	12:10 p.m.

- Meet ISA Site Staff and board private coach at the airport.
- Check into dorm. Store luggage if rooms are not available.
- Receive public transportation passes for duration of stay in Dublin 7-day Leap Visitor Card included.
- Meet ISA Site Staff and set off on foot/public transportation for an afternoon cultural tour.
- Participants have lunch on their own en-route to afternoon tour.

Guided Walking Tour of Dublin City

No entrances included; quide included

• After tour, return to the dorm. Free time.

Dublin: Garda Headquarters Phoenix Park Kilmainham Gaol May 18

Monday

Meals Included:

Breakfast at KC Peaches (voucher included)

Dublin Accommodations:

Trinity College (2 of 7)

Transportation:

7-day Leap Visitor Card

- After breakfast, meet with Justice Studies Track faculty director(s) to prepare for the day.
- Meet ISA Site Staff and set off on public transportation for a morning visit.

Garda Headquarters Phoenix Park or Similar Sourced by WorldStrides' Global Academic Team

- Participants have lunch on their own before continuing to afternoon tour.
- After lunch, meet ISA Site Staff and set off on foot for an afternoon cultural tour.

Guided Tour of Kilmainham Gaol

Entrances and specialized guide included

- After tour, free time to explore IMMA Gardens.
- Return to the dorm. Free time.



Tuesday

Meals Included:

Breakfast at KC Peaches (voucher included)

Dublin Accommodations:

Trinity College (3 of 7)

Transportation:

7-day Leap Visitor Card

Dublin: Arbour Hill Prison | Dublin Castle & Garda Museum

- After breakfast, meet with Justice Studies Track faculty director(s) to prepare for the day.
- Meet ISA Site Staff and set off on foot for a morning cultural tour.

Visit to Arbour Hill Prison or Guest Lecture by John Lonergan

Entrances included; visit to Arbour Prison not guaranteed ISA Staff member will serve as support

• Participants lunch on their own en-route to afternoon tour.

Self-Guided Tour of Dublin Castle & Garda Museum

Entrances included and ISA Staff member will serve as support

• After tour, return to the dorm. Free time.

May 20

Wednesday

Meals Included:

Breakfast at KC Peaches (voucher included)

<u>Dublin Accommodations:</u>

Trinity College (4 of 7)

Transportation:

Coach Foot

Day Trip to Belfast

- Meet ISA Site Staff and board coach for a day trip to Belfast.
- Coach to Belfast Approximately 2 hours
- Upon arrival, split into respective tracks and meet with Justice Studies Track faculty director(s) and board coach for a morning cultural tour.

Guided Tour of Crumlin Road Gaol

Entrance and guide included

- Afterwards, board coach for transfer to meet with the other tracks at Belfast City Hall.
- Participants have lunch on their own around City Hall.
- Meet ISA Site Staff for an afternoon cultural tour.

Guided Black Taxi Tour of Peace Walls & Murals

Entrance and guide included

- Free time to explore Belfast.
- In the evening, meet ISA Site Staff and board coach for transfer to the dorm in Dublin.

May 21

Thursday

Meals Included:

Breakfast at KC Peaches (voucher included)

Dublin Accommodations:

Trinity College (5 of 7)

Transportation:

Foot

7-day Leap Visitor Card

Dublin: Criminal Courts | Jameson Distillery

- After breakfast, meet with Justice Studies Track faculty director(s) to prepare for the day.
- Meet ISA Site Staff and set off on public transportation for a morning visit.

Criminal Courts of Justice or Four Courts or King's Inn College or Similar Sourced by WorldStrides' Global Academic Team

- Participants have lunch on their own.
- Return to dorm. Free time.
- Meet ISA Site Staff and set off on foot/public transportation for an afternoon tour.

Self-Guided Tour of Jameson Distillery

Entrance included and ISA Staff member will serve as support

• After tour, return to the dorm. Free time.



Friday

Meals Included:

Breakfast at KC Peaches (voucher included)

Dublin Accommodations:

Trinity College (6 of 7)

Transportation:

Coach Foot

Day Trip to Cliffs of Moher

- Meet ISA Site Staff and board coach for a day trip.
- Coach to Galway Approximately 2 hours and 25 minutes
- Upon arrival, short walking tour of Galway.

Self-Guided Walking Tour of Galway

No entrances necessary and ISA Staff member will serve as support

- After tour, depart to Doolin (Approximately 1 hour and 30 minutes)
- Participants have lunch on their own in Doolin.
- After lunch, board coach and drive to the Cliffs of Moher.

Self-Guided Tour of Cliffs of Moher

Entrance included and ISA Staff member will serve as support

- After tour, board coach and return to dorm in Dublin.
- Participants have dinner on their own en-route to the dorm. Free time.

May 23

Saturday

Meals Included:

Breakfast at KC Peaches (voucher included) Lunch

Dublin Accommodations:

Trinity College (7 of 7)

Transportation:

Own Foot

Farewell to Dublin

- Free time in morning to explore Dublin.
- In the afternoon, meet ISA Site Staff in the dorm lobby to travel to the restaurant.
- Farewell Lunch at Old Storehouse as a group.
- Return to dorm.
- In the evening, meet ISA Site Staff and set off on foot for an evening Riverdance Show. Ticket included.
- After show, return to the dorm. Free time.

May 24

Sunday

Meals Included:

Breakfast at KC Peaches (voucher included) Per Airline

Transportation:

Coach

Return Home

- Meet ISA Site Staff to check out of dorm. Board coach and transfer to the airport for return flight
- Group flight departs en-route to United States.

Program Ends



Exhibit B

Comprehensive inclusions, Support Services & Investment Details

The itineraries reflect the day-to-day arrangements designed for the program. Meals, tours and excursions, academic/company visits, accommodations, and transportation are provided by WorldStrides as detailed in each itinerary.

During the program WorldStrides provides: Locally-based ISA Resident staff and orientation meeting upon arrival

- o English-speaking, trained professional tour guides, as noted.
- Entrances for cultural sites, unless otherwise noted.
- Ground transportation including:
- Transportation in safe, clean motorcoach as noted in itinerary -Full day = eight (8) hours; Half day = four (4) hours
 - Transfers to visits within city limits (note visits outside city limits may incur additional costs)
 - Meal transfers, as noted
 - Airport transfer for group flights
- o Public transportation passes, as noted in itinerary.
- Intra-city transportation, as listed in itinerary.
- Intra-program flight from London to Dublin
- Bottled water on coach rides
- One non-alcoholic drink at all included meals

Before the program departs, WorldStrides provides:

- Marketing website and resources to help promote the program to students
- Customized online registration portal to manage student registration, payments, dietary and health information collection, roommates, etc.
- A customized app with offline access to materials including -day-to-day itinerary, group messaging, and important documents
- Customized pre-departure information for students and faculty

Academic Support

WorldStrides provides:

- Curriculum Support
- Two (2) academic visits arranged by the Global Academic Team
- Destination and business briefing materials prepared by WorldStrides' Global Academic Team including company and speaker profiles and destination-specific economic information



Air Transportation

- Round-trip international flight is listed in program details. Group air booking requires ten (10) or more passengers traveling on the same itinerary. In order to ensure confirmation of flights without interruption due to unforeseen cancellations, WorldStrides recommends individual air ticketing for the group of twelve (12) or less.
 - Note: 140 seats held on British Airways
- One-way economy class ticket included in ground package price from London to Dublin with airport taxes and transfers.
 - Note: 72 seats held on British Airways.

Flight #1: British Airways - 13 seats booked

Departure Flights

Date	Flight #	<u>Origin</u>	<u>Destination</u>	Departure	<u>Arrival</u>	
05/10/2020	BA218	Denver (DEN)	London (LHR)	7:35 p.m.	11:35 a.m. +1	
Please note: Intra-program transportation is listed in the working itinerary, unless otherwise noted.						
Return Flights						

<u>Date</u>	Flight #	<u>Origin</u>	<u>Destination</u>	<u>Departure</u>	<u>Arrival</u>
05/24/2020	BA831	Dublin (DUB)	London (LHR)	7:30 a.m.	9:10 a.m.
05/24/2020	BA219	London (LHR)	Denver (DEN)	2:40 p.m.	5:30 p.m.

Flight #2: British Airways – 62 seats booked

Departure Flights

<u>Date</u>	Flight #	<u>Origin</u>	<u>Destination</u>	<u>Departure</u>	<u>Arrival</u>	
05/10/2020	BA218	Denver (DEN)	London (LHR)	7:35 p.m.	11:35 a.m. +1	
Please note: Intra-program transportation is listed in the working itinerary, unless otherwise noted.						

Return Flights

<u>Date</u>	Flight #	<u>Origin</u>	<u>Destination</u>	<u>Departure</u>	<u>Arrival</u>
05/24/2020	BA827	Dublin (DUB)	London (LHR)	10:45 a.m.	12:15 p.m.
05/24/2020	BA219	London (LHR)	Denver (DEN)	2:40 p.m.	5:30 p.m.

Flight #3: British Airways – 65 seats booked

Departure Flights

<u>Date</u>	Flight #	<u>Origin</u>	<u>Destination</u>	Departure	<u>Arrival</u>	
05/10/2020	BA218	Denver (DEN)	London (LHR)	7:35 p.m.	11:35 a.m. +1	
Please note: Intra-program transportation is listed in the working itinerary, unless otherwise noted.						
Return Flights						

<u>Date</u>	Flight #	<u>Origin</u>	<u>Destination</u>	<u>Departure</u>	<u>Arrival</u>
05/24/2020	BA833	Dublin (DUB)	London (LHR)	9:15 a.m.	10:45 a.m.
05/24/2020	BA219	London (LHR)	Denver (DEN)	2:40 p.m.	5:30 p.m.



Accommodations

- Six (6) nights in twin occupancy in London at the Columbia Hotel or similar.
 - The exact hotel will be determined based on number of participants and availability. Students will be in twin rooms and program leaders will be in single rooms.
- Seven (7) nights in student dorms in <u>Dublin</u> at Trinity College Dublin.
 - Students will either be in twin rooms or four (4) room-apartments, depending on availability.
 - The twin rooms will have a private bathroom. The room includes two (2) single beds that are not lofted or bunkbeds. Kitchens are communal and located on each floor.
 - The apartments will have four (4) single rooms each with a single bed. Each apartment will have two (2) bathrooms, a kitchen, and a common space.
 - Breakfast vouchers are included
 - Towels and bed linens are included with cleaning services on specific days.
 - Faculty director(s) will be in single rooms with a private bathroom or a four (4) room apartment. The 4-room apartment will be private and have two bathrooms, kitchen, and common space. The extra beds will be empty and paid for by College if the faculty director(s) stay in apartments.
 - A housing deposit is not required for the residence; however, participants will be financially responsible for any damages in their room. Should a participant damage the residence hall, WorldStrides requests that College work within established institutional parameters to ensure that financial obligations to WorldStrides are met by College participants. Alternatively, College may remit payment on the participant's behalf and require the participants to repay the College. Prior to departure, College will inform participants that the above conditions are in place.



Per Person Program Ground, Intra-Program Air, & International Air Costs

Package includes components detailed throughout this Contract.

54,850 Twin/shared occupancy for participants throughout the program based on ten to fourteen (10-14) full paying participants (FPP) & one (1) faculty director (single occupancy) included in the program costs. Price is inclusive of all ground transportation, intra-program airfare, and international airfare.

\$4,507 Supplement for an additional faculty director in single accommodations throughout the program (per faculty director)

Scholarships and Financial Assistance

WorldStrides is committed to making global travel experiences accessible for student participants.

Group Scholarships/Grants – College will be eligible for a fifty dollar (\$50) scholarship per FPP for up to thirty (30) student participants (regardless of the number of tracks). If College registers thirty one plus (31+) FPP and chooses to do Long-Haul air with WorldStrides, a one hundred dollar (\$100) scholarship per FPP will be available. The award for this scholarship will be credited to the College on the College's program invoices prior to the payment deadline.

International Financial Assistance – This need-based assistance program awards small grants to student participants who demonstrate financial need. Learn more at: https://fundraising.worldstrides.com/international-financial-assistance-program/. Limit to four (4) College students per year. The College will receive a credit on the program invoice for the student's stipend(s) indicating which students earned the funding for the College to disperse to the student's account(s).

Higher Ed Traveler Scholarships — WorldStrides offers a three thousand dollar (\$3,000) scholarship to three (3) worthy students who will be participating in short-term study abroad annually. One (1) winner is selected in the fall; two (2) more are selected in the spring/summer. Students will be chosen based on an application and personal statement. Learn more at worldstrides.com/higheredtravelerscholarship. College student participants are eligible to apply for this scholarship. College students awarded the Higher Ed Traveler Scholarship will receive a check written to the student participant in the amount of three thousand dollars (\$3,000).

Optional Items Priced Separately

One hundred ninety nine dollar (\$199) Optional Travel Protection Plan – Cancel for Any Reason (per person)

Miscellaneous:

- Program costs for a free faculty director in single rooms are included with minimum participants. Their international airfare and intra-program airfare are included.
- Luggage overage fees and hotel incidentals such as mini bar use, is not included and are the responsibility of participants.
- Accommodations are booked at time of program confirmation. If the represented property is not available, a comparable property may be substituted with advance notice to the College.
- The following items are not currently included in the program costs:
 - Uneven room pairing charges if faculty director(s) are placed in a four (4) bedroom apartment and there are extra beds the beds are to be paid for by the College.
 - Local mobile phone rental for faculty director(s)/staff















Contract for Services

The Board of Trustees of the Nebraska State Colleges doing business as Chadron State College Psychology & Counseling Track to London & Dublin May 2020

Contract for Services

This Contract for Services (Contract) is made by and between the Board of Trustees of the Nebraska State Colleges doing business as Chadron State College (College) and Lakeland Tours, LLC. dba WorldStrides (WorldStrides). Contract begins September 30, 2019, and ends June 30, 2020. Program services provided under this Contract are described in detail in Exhibits A and B, which are incorporated by reference into this Contract.

Price and Payment Terms. Prices in this Contract are contingent on having ten (10) full paying participants (FPP) traveling per track. Should the FPP number fall below ten (10) FPP per track, the program will have to be repriced and the Contract will be amended accordingly. Price considerations include, but are not limited to, airline, vendor, or group-imposed schedule changes or delays as well as fuel surcharges or local country taxes and fee adjustments. WorldStrides will communicate in writing any known charges to the College representative. The College will determine if the College or individual participants will be responsible for these additional charges. The prices are fixed in United States dollars, WorldStrides accepts any foreign currency risk including all current local government taxes, where applicable for included services. Group air is based on ten (10) or more participants traveling on the same itinerary. If this number falls below ten (10), group air is no longer applicable and tickets will be subject to the current market price. Participants are responsible for the differences between the quoted group fare and the individual published fare. When booked, seats and price are only guaranteed up to one hundred (100) days prior to departure. Payment as agreed upon by both parties must be received prior to the group's departure. All participants must be fully paid prior to travel unless alternative arrangements have been agreed upon.

College agrees to send a final roster of traveling participants no later than January 31, 2020. If a participant withdraws between the submission of the roster to WorldStrides and sixty (60) days prior to departure, the College will be responsible for non-refundable costs.

	Schedule				
1	Roster due	100 days prior to departure January 31, 2020			
2	Final pre-program payment due	60 days prior to departure March 11, 2020 100% of the total pre-program invoice due			
3	Post-program balance due (if applicable)	30 days after the group returns June 23, 2020 100% of the program costs due, including costs for added services (if applicable)			

Prompt Payment Act. In the event any amount due under this Contract remains unpaid for forty-five (45) days after the due date, the unpaid amount shall bear interest from the 31st day after the due date at the rate specified by the Prompt Payment Act, Neb. Rev. Stat. §§81-2401 to 81-2408.

<u>Fees.</u> There is a thirty five dollar (\$35) service charge on returned checks, declined credit cards, or a declined ECheck. A fee up to two hundred and fifty dollars (\$250) may apply for any correction made to names within seventy five (75) days of the departure date. Those opting to make payment by wire transfer must absorb all fees associated with that transaction, making sure WorldStrides receives full payment for program without fees subtracted from wire amount.

Optional Services. Participants have the option to purchase additional services for their program such as pre and post program hotel nights, airport transfers, appointment tickets, as well as other items. Participants are required to pay in full for all additional items selected through the online portal. Additional services purchased are subject to Standard Fees. Participants must be fully paid in order to travel. No refunds will be provided for additional services cancelled within thirty (30) days of departure. If participant purchases optional travel interruption insurance, terms and conditions of the policy will apply.

<u>Cancellations and Associated Penalties</u>. All Cancellations must be sent in writing via email to WorldStrides at <u>highered@worldstrides.org</u>. Cancellations are effective on the date they are received by WorldStrides.

- 1. International air utilization: Between ninety (90) and sixty one (61) days prior to departure, there is a two hundred dollar (\$200) per seat cancellation penalty.
- 2. Cancellation of international air once tickets are issued: Once any international air tickets are processed and ticketed (approximately forty five (45) to sixty (60) days prior to departure), the entire amount of the airline tickets becomes fully non-refundable. In these instances, the issued tickets will be delivered to the cancelling participants and it may be possible, subject to the airline's rules and change fees, to reuse them in the future. However, WorldStrides is not responsible for such changes, and can make no guarantees regarding the availability of any future use. Tour conductor tickets have no value for later use.



- 3. Cancellations within thirty one (31) to sixty (60) days of departure: For any cancellations received between thirty one (31) and sixty (60) days prior to travel, WorldStrides will retain fifty percent (50%) of the ground services portion of the program fee in addition to any penalties due for international air.
- 4. Cancellations within thirty (30) days of departure: Cancellations received within thirty (30) days of departure are subject to a cancellation fee equal to one hundred percent (100%) of both the ground services and international air, although cancelling participants will receive any issued airline tickets subject to airline restrictions on future use.
- 5. U.S. and foreign departure, customs and security taxes, and fuel surcharges as printed on the ticket, are included and are subject to change until time of ticketing, typically forty five (45) days prior to departure. Note: Fuel surcharges are subject to change until time of ticketing. Early ticketing can be made; however, once ticketed, any future changes will incur a change/cancellation penalty.
- 6. Please note that for any new services added to the itinerary after the Contract is executed, WorldStrides reserves the right to apply the more restrictive cancellation terms between WorldStrides cancellation terms and the third-party supplier. WorldStrides will make best efforts to communicate in writing in a timely manner price increases as a result of any College approved changes.

Independent Contractor. WorldStrides shall be an independent contractor and not a College employee for all purposes, including, but not limited to, the application of the Fair Labor Standards Act, minimum wage and overtime payments, the Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, any Nebraska revenue and taxation law, Nebraska workers' compensation law and Nebraska unemployment insurance law. WorldStrides agrees that it is a separate and independent enterprise from the College, that it has a full opportunity to find other business, that it has made its own investment in its business, and that it shall utilize a high level of skill necessary to perform the work. This Contract shall not be construed as creating any partnership, joint venture, or joint employment relationship between WorldStrides and the College, and the College shall not be liable for any obligation incurred by WorldStrides, including but not limited to unpaid minimum wages or overtime premiums. If WorldStrides has employees or subcontractors, WorldStrides further agrees to maintain at least the prescribed minimum workers' compensation insurance coverage for all of WorldStrides's employees for the duration of this Contract. WorldStrides agrees to furnish the College proof of workers' compensation insurance coverage upon request.

<u>Liability Insurance Requirements</u>. WorldStrides is required to carry liability insurance in the amount of one million dollars (\$1,000,000) per occurrence with a five million-dollar (\$5,000,000) umbrella. WorldStrides's insurance policy shall be primary and non-contributory. The College shall be named as an additional insured party on the policy and the certificate of insurance shall reflect that the policy waives its right of subrogation against the College. A copy of the certificate shall be provided to the College. The College will be named on WorldStrides's liability insurance policy. Participants will have embedded insurance that covers a wide range of health and safety risks, with special coverage for medical-related cancellation, mental health, and security or medical evacuation.

Access to Records. WorldStrides agrees to maintain complete records regarding the expenditures of funds provided by the College under this Contract. WorldStrides agrees to allow authorized representatives of the College, the funding Federal Agency, if any, and the United States Comptroller General, if appropriate, free access at reasonable times to all records generated or maintained as a result of this Contract for a period of three (3) years after the termination of this Contract.

<u>Employee Work Eligibility Status.</u> WorldStrides is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.

Non-Discrimination. WorldStrides agrees to comply fully with Title VI of the Civil Rights Act of 1964, as amended, the Nebraska Fair Employment Practice Act, Neb. Rev. Stat. §§48-1101 to 48-1125, as amended, and Board Policy 5000 in that there shall be no discrimination against any employee who is employed in the performance of this Contract, or against any applicant for such employment, because of age, color, national origin, race, religion, disability, sex, sexual orientation, or gender identity. This provision shall include, but not be limited to employment, promotion, demotion, transfer, recruitment, layoff, termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. WorldStrides further agrees to insert a similar provision in all subcontracts for services allowed under this Contract.

ADA & Drug-Free Workplace Requirements. All provisions of this Contract are subject to the Americans with Disabilities Act (ADA). Further, WorldStrides certifies that WorldStrides operates a drug-free workplace and, during the term of this Contract, will be in compliance with the provisions of the Drug-Free Workplace Act of 1988.



<u>Use of Information; Property Ownership.</u> WorldStrides agrees that any and all information gathered in the performance of this Contract, either independently or through the College, shall be held in the strictest confidence and shall be released to no one other than to the College, without prior written authorization of the College. WorldStrides agrees that no authority or information gained through the existence of this Contract will be used to obtain financial gain for WorldStrides, for any member of WorldStrides's immediate family, or for any business with which WorldStrides is associated except to the extent provided by this Contract. WorldStrides further agrees that any tangible or intangible property, including patents, trademarks and other intellectual property, produced, developed, prepared, or created under the terms of this Contract shall be the property of the College. WorldStrides hereby assigns and transfers to the College all right, title and interest in and to any copyright in any copyrightable materials produced under this Contract.

<u>Parties; Subcontractors; Assignment.</u> References to WorldStrides and the College include the parties' officers, employees, agents, and independent contractors and subcontractors. WorldStrides agrees that no subcontractors shall be utilized in the performance of this Contract without the prior written authorization of the College. WorldStrides agrees not to assign or transfer any interest, rights, or duties in this Contract to any person, firm, or corporation without prior written consent of the College.

<u>Complete Agreement; Governing Law; Amendment</u>. This Contract sets forth the entire agreement of the parties and supersedes all prior negotiations, discussions, and proposals. There are no promises, understandings, or agreements of any kind pertaining to this Contract other than those stated herein. This Contract will be construed, interpreted, governed and enforced under the laws of the State of Nebraska. This Contract may be amended at any time in writing upon the agreement and signature of both parties. In case of any conflicting terms between WorldStrides' proposal and this Contract, the terms of this Contract shall control.

Confidentiality. WorldStrides acknowledges that performance under the terms of this Contract may involve receipt of user data from the College. WorldStrides will utilize user data from the College only in the furtherance of this Contract. WorldStrides will notify College within twenty-four (24) hours of becoming aware of any data breach of its systems which expose confidential College user data. WorldStrides will reimburse the College for any and all expenses incurred by the College as a result of a data breach of WorldStrides's systems. If the user data consists of confidential student information protected by The Family Educational Rights and Privacy Act (FERPA), WorldStrides agrees and acknowledges that WorldStrides is acting as an officer of the College for the purposes of this Contract as defined by Nebraska State College Board Policy 3650 (at the time of this writing available at: https://www.nscs.edu/policy-manual/detail/39-3650-student%20records) and will take necessary steps to safeguard the confidential student information. WorldStrides further acknowledges the obligation and agrees to comply with the General Data Protection Regulation (GDPR) privacy laws in regard to the collection, processing, storage, security, management, transfer and erasure of user data.

Changes to Program. WorldStrides reserves the right to make additions or deletions in the program deemed advisable for the well-being of the group or changes in circumstances. WorldStrides will work with key decision makers at the College regarding additions or deletions to the program that are directly related to the well-being of the group or changes in circumstances. WorldStrides will notify the authorized College representative(s) of any proposed changes or alterations to the program before confirming. Reservations are not transferable.

<u>Individual or Group Non-Program Reservations</u> WorldStrides assumes no responsibility for reservations, travel, or program excursions that are not booked directly through WorldStrides. Further, WorldStrides' insurance programs will not extend to or cover any program element that is not booked directly through WorldStrides.

Health & Insurance. Participants with special medical or physical requirements should investigate destination(s) beforehand and ensure the care and conditions they need will be available. For further information regarding travel to specific destination(s), please visit the Centers for Disease Control and Prevention's Travelers' Health website (https://wwwnc.cdc.qov/travel/). Any physical or mental condition requiring special medical attention or equipment must be disclosed in writing to WorldStrides as soon as the condition is known and registration confirmed. WorldStrides will make efforts to meet special needs, but may alter itineraries accordingly. In compliance with WorldStrides safety and security standards, all participants are covered by insurance underwritten by an independent insurer with benefits, including but not limited to, medical, dental, mental health, and emergency medical and security evacuation coverage. Covered expenses resulting from an on-tour incident must be incurred on tour. Any charges not covered will be the responsibility of the participant. In the rare event of a major medical issue, evacuation, or other serious situation, the College and/or participant may be responsible for additional fees related to staff time and risk management resources, and vendor support, if activated.



Registration, Privacy, and Information Retention. WorldStrides risk management procedures and liability insurance providers require collection of certain information from all participants. As a result, participants are required to register online via WorldStrides secure online registration platform. Because the nature of the business requires coordination with various partners and suppliers who assist WorldStrides to deliver the travel services requested, it is necessary to share certain personal information collected from the online registration system. This includes registration of international travelers' email addresses with the U.S. State Department seven (7) days before travel, which may result in participants receiving urgent email advisories before and during the program. WorldStrides assumes no responsibility or liability for unregistered participants and prohibits their participation in the program. WorldStrides uses commercially reasonable physical, technical, and administrative safeguards to assist us in preventing unauthorized access, use and disclosure of sensitive information. Furthermore, WorldStrides uses industry best-practices for the secure and reasonable retention of information and records. In the event that WorldStrides believes an unauthorized party has obtained access to any protected records, WorldStrides will notify the College immediately.

<u>Visa(s) & Passport</u>. Visa(s) are not required for U.S. citizens entering the United Kingdom and Ireland. Some non-U.S. passport holders will be required to obtain a visa on their own, which is based on embassy or consulate requirements. These participants will be provided documents for any arrangements made by WorldStrides. This may include a hotel confirmation letter and confirmations for intra-program transportation, if applicable. Upon request, WorldStrides can also provide a standard invitation letter and proof of insurance. Other documents may be required, and the participant is responsible for obtaining these independently. Please refer to registration materials to be sure that visa issues are addressed prior to travel. WorldStrides will assist in the visa(s) procurement process, the attainment of a visa(s), including transit visas, however, it is ultimately the responsibility of the participant. WorldStrides will communicate specific visa requirements and guidance to non-U.S. residents following their registration. Regardless of whether visas are required or included in package pricing, a customized visa assessment and toolkit (including application(s) and instruction(s) is emailed to every participant with U.S. residency status following their registration. Inability to travel due to a lack of proper travel documents (Passports & Visas) does not constitute grounds for a refund. WorldStrides' quoted visa processing price is subject to adjustment. Visa documents submitted after the processing deadline may result in late fees. Late fees or consular fee changes are the responsibility of the participant.

<u>Participant Responsibility.</u> All program participants will be responsible for their own actions at all times. WorldStrides assumes no responsibility for participants when they are on their own "free time." The College understands that traveling program participants are solely responsible for the pre-program, program, and post-program medical care in all respects, including, but not limited to, obtaining and taking necessary medication(s), vaccinations and any other medical care and treatment. Furthermore, College understands that it is the participants' responsibility to understand the risks associated while traveling, including, but not limited to, understanding hotel fire safety and emergency evacuation plans at each location. Additional information can be found at the State Department's International Travel website (https://travel.state.gov/).

Participant Behavior. While participating on WorldStrides program, participants are ambassadors of the U.S., the College, and WorldStrides, and participants must behave in a manner that is respectful of the host culture, its people and laws at all times. While on the program, participants remain bound by the College's academic and behavioral rules, including any student code of conduct, and participants can be expelled from the program if he/she breaches such rules. Any costs associated with disrespectful behavior, including damage, will be the responsibility of the participant. In the event a participant is expelled from a program, no refund of any kind will be made. Any expelled participant is responsible for all costs to return home. The College is responsible for informing participants of this behavior standard.

<u>Force Majeure</u>. WorldStrides assumes no responsibility for events beyond its reasonable control, including, but not limited to, acts of God, war (whether declared or not), terrorist or criminal activities, strikes, civil unrest, government restrictions, lost or stolen belongings, overbooking of accommodations, mechanical failure of or delays with transportation, illness, dangers associated with animals, sanitation problems, food poisoning, lack of or quality of medical care, or actual, perceived, or threatened epidemics. WorldStrides shall not be responsible for personal or bodily injury, loss, or damage from any event caused by persons or companies not directly or indirectly controlled by WorldStrides, including without limitation air carriers, bus companies, railways, hotels, subcontracted agents, or tour operators, except to the extent of WorldStrides' negligence or willful misconduct in selecting and contracting with such persons or companies.

Indemnity. To the fullest extent permitted by law, WorldStrides will indemnify, participate in the defense of, and hold harmless the College, and its agents and employees, against any claims, damages, losses and expenses, arising out of or resulting from the provision of travel-related services pursuant to the contracted program, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, but only to the extent caused by the negligent acts or omissions of WorldStrides, or anyone directly employed by WorldStrides. This indemnification is specifically limited by the exclusions in the Force Majeure paragraph. Furthermore, this indemnification will not apply to claims, damages, losses or expenses caused in any part by the College. WorldStrides will name the College as an additional insured under its applicable liability policy for the duration of events and travel booked directly through WorldStrides.



<u>College Representative.</u> The College representative for purposes of monitoring and oversight of this Contract is: Kate Pope, telephone 308-432-7079, email <u>kdpope@csc.edu</u>

Signatures.

By signing below, I acknowledge and agree to the terms of this Contract,

Representative, WorldStrides ISA Custom Pr Lakeland Tours, LLC. dba WorldStrides	rograms,	The Board of Trustees of the Nebraska State Colleges doing business as Chadron State College (College) President	
Jennifer Fisher, MBA Vice President of Program Development	10/23/19 Date	Name:	Date:
		The Board of Trustees of the Nebr Chancellor	aska State Colleges
		Name:	Date:



Exhibit A

Psychology & Counseling Itinerary in the UK & Ireland

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Departure

Sunday

Group flight departs for London.

Meals Included: Per airline

May 11 Arri

Monday

Meals Included: Per airline

London Hotel:
Columbia Hotel or similar (1 of 6)

<u>Transportation:</u> Coach

May 12

Tuesday

Meals Included: Breakfast at the hotel

London Hotel: Columbia Hotel or similar (2 of 6)

<u>Transportation:</u>
Oyster card (unlimited Zones 1&2)
River cruise

Arrival and Acclimation in London

- Meet ISA Site Staff and board private coach at the airport for transfer to afternoon cultural tour.
- Receive your public transportation passes for duration of stay in London. Weekly Oyster Card unlimited travel in zones 1 & 2

Guided Tour of Windsor Castle

Entrance and quide included

- After tour, board coach for a WorldStrides ISA Health & Safety Orientation en-route to hotel.
- Check into the hotel. Free time.

London: Company Visit | Thames Cruise | Greenwich Royal Observatory

- After breakfast, meet with Psychology & Counseling Track faculty director(s) to prepare for the day.
- Meet ISA Site Staff and set off on public transportation for a morning visit.

Current Trends in Developmental Psychology Theory and Research in London

Note: Themes for company visits are presented here as examples and will be developed in collaboration with your university. A typical visit includes a management discussion, leadership speaker, facility tour and/or presentation.

Sourced by WorldStrides' Global Academic Team. See Your academic blueprint for more.

- After visit, return to hotel to meet the other tracks.
- Free time- participants on their own for lunch.
- In the afternoon, meet with ISA Site Staff and set off on public transportation for an afternoon cultural tour.

Guided Tour of River Thames Cruise to Greenwich

Entrance fee/cruise ticket and guide included; tour of building exteriors only

• After docking, disembark the boat and set off on foot to the Royal Observatory.

Guided Tour of Royal Observatory

Entrance and guide included

• After tour, return to the hotel. Free time.



Wednesday

Meals Included: Breakfast at the hotel

<u>London Hotel:</u>

Columbia Hotel or similar (3 of 6)

Transportation:

Oyster card (unlimited Zones 1&2)

London: Company Visit | Free Time | London Eye

- After breakfast, meet with Psychology & Counseling Track faculty director(s) to prepare for the day.
- Meet ISA Site Staff and set off on public transportation for a morning visit.

The Mental Health Care System and Stigma Surrounding Treatment in the UK Sourced by WorldStrides' Global Academic Team.

- After visit, return to hotel to meet the other tracks.
- Participants have lunch on their own around the hotel.
- Free time to explore London.
- In the early evening, meet with ISA Site Staff and set off on public transportation for an evening cultural tour.

Self-Guided Tour of the London Eye

Entrance included and ISA Staff member will serve as support

Return to the hotel. Free time.

May 14

Thursday

Meals Included: Breakfast at the hotel

London Hotel:

Columbia Hotel or similar (4 of 6)

Transportation:

Coach Foot

Day Trip to Oxford

- Meet ISA Site Staff and board coach for a day trip.
- Coach to Oxford Approximately 1 hour and 30 Minutes

Guided Tour of Oxford

Entrance to Christ College included; no other entrances included

- Participants lunch on their own before afternoon visit.
- Meet Psychology & Counseling Track faculty director(s) and board coach for a visit and guest lecture.

Oxford Centre with Criminology Faculty Lecture – Guest Lecture Sourced by WorldStrides' Global Academic Team.

• After quest lecture, meet ISA Site Staff and board coach for transfer to the hotel. Free time.

May 15

Friday

Meals Included: Breakfast at the hotel

London Hotel:

Columbia Hotel or similar (5 of 6)

Transportation:

Oyster card (unlimited Zones 1&2)
Own

London: Company Visit | Free Afternoon

- After breakfast, meet with Psychology & Counseling Track faculty director(s) to prepare for the day.
- Meet ISA Site Staff and set off on public transportation for a morning visit.

The Impact of Drug Decriminalization on Society Sourced by WorldStrides' Global Academic Team

• After visit, meet ISA Site Staff and board coach to return to the hotel. Free time.



Saturday

Meals Included: Breakfast at the hotel

<u>London Hotel:</u>
<u>Columbia Hotel</u> or similar (6 of 6)

Transportation:

Oyster card (unlimited Zones 1&2)

London: Westminster Abbey | Parliament

• Meet ISA Site Staff and set off on public transportation for a morning tour.

Guided Tour of Westminster Abbey

Entrances and guide included

• Participants have lunch on their own en-route to afternoon tour.

Guided Tour of Houses of Parliament

Entrances and blue badge guide included

• After tour, return to the hotel. Free time.

May 17

Sunday

Meals Included:

Breakfast at the hotel

<u>Dublin Accommodations:</u> Trinity College (1 of 7)

Transportation:

Coach Air Foot Travel to Dublin | Tour of Dublin

- Meet ISA Site staff and check out of hotel. Board coach and depart for the airport.
- Flight to Dublin Approximately 1 hour & 20 minutes

Intra-Program Flight

Flight #	Origin	Destination	Departure	Arrival
BA834	London (LHR)	Dublin (DUB)	10:35 a.m.	12:10 p.m.

- Meet ISA Site Staff and board private coach at the airport.
- Check into dorm. Store luggage if rooms are not available.
- Receive public transportation passes for duration of stay in Dublin 7-day Leap Visitor Card included.
- Meet ISA Site Staff and set off on foot/public transportation for an afternoon cultural tour.
- Participants have lunch on their own en-route to afternoon tour.

Guided Walking Tour of Dublin City

No entrances included; guide included

• After tour, return to the dorm. Free time.

May 18

Monday

Meals Included:

Breakfast at KC Peaches (voucher included)

Dublin Accommodations:

Trinity College (2 of 7)

Transportation:

7-day Leap Visitor Card

Dublin: University Visit | Psychological Society of Ireland

- After breakfast, meet with Psychology & Counseling Track faculty director(s) to prepare for the day.
- Meet ISA Site Staff and set off on public transportation for a morning visit.

Trinity College, School of Psychology or Similar Sourced by WorldStrides' Global Academic Team

- Participants have lunch on their own before afternoon tour.
- After lunch, meet ISA Site Staff and set off on foot for and afternoon cultural tour.

Psychological Society of Ireland or Similar

Donation included and ISA Staff member will serve as support

• After tour, return to the dorm. Free time.



Tuesday

Meals Included:

Breakfast at KC Peaches (voucher included)

Dublin Accommodations:

Trinity College (3 of 7)

Transportation:

Coach

7-day Leap Visitor Card

May 20

Wednesday

Meals Included:

Breakfast at KC Peaches (voucher included)

<u>Dublin Accommodations:</u>

Trinity College (4 of 7)

Transportation:

Coach Foot

May 21

Thursday

Meals Included:

Breakfast at KC Peaches (voucher included)

Dublin Accommodations:

Trinity College (5 of 7)

Transportation:

7-Day Leap Visitor Card Foot

Dublin: YoDA | W82GO

- After breakfast, meet with Psychology & Counseling Track faculty director(s) to prepare for the day.
- Meet ISA Site Staff and board coach for a morning visit.

YoDa (Youth & Alcohol Services) or Similar

Donation included and ISA Staff member will serve as support

Participants lunch on their own en-route to afternoon visit.

W82GO (Temple Street University Hospital) or Similar

Donation included and ISA Staff member will serve as support

• After visit, return to the dorm. Free time.

Day Trip to Belfast

- Meet ISA Site Staff and board coach for a day trip to Belfast.
- Coach to Belfast Approximately 2 hours
- Upon arrival, split into respective tracks and meet with Psychology & Counseling Track faculty director(s) and transfer for a morning visit.

Victims & Survivors Services or Similar

Donation included and ISA Staff member will serve as support

- After, transfer on foot/public transportation to meet with the other tracks at Belfast City Hall.
- Participants have lunch on their own around City Hall.
- Meet ISA Site Staff for an afternoon cultural tour.

Guided Black Taxi Tour of Peace Walls & Murals

Entrance and guide included

- Free time to explore Belfast.
- In the evening, meet ISA Site Staff and board coach for transfer to the dorm in Dublin.

Dublin: Company Visit | Jameson Distillery

- After breakfast, meet with Psychology & Counseling Track faculty director(s) to prepare for the day.
- Meet ISA Site Staff and set off on public transportation for a morning visit.

Student-Centered Learning and Innovative Teaching Methods in Dublin Sourced by WorldStrides' Global Academic Team

- After visit, participants have lunch on their own.
- Return to the dorm with some free time.
- Meet ISA Site Staff and set off on foot/public transportation for an afternoon tour.

Self-Guided Tour of Jameson Distillery

Entrance included and ISA Staff member will serve as support

• After tour, return to the dorm. Free time.



Friday

Meals Included:

Breakfast at KC Peaches (voucher included)

Dublin Accommodations:

Trinity College (6 of 7)

Transportation:

Coach Foot

Coach to Galway

- Meet ISA Site Staff and board coach for a day trip.
- Coach to Galway Approximately 2 hours and 25 minutes
- Upon arrival, short walking tour of Galway.

Self-Guided Walking Tour of Galway

Day Trip to Cliffs of Moher

No entrances necessary and ISA Staff member will serve as support

- After tour, depart to Doolin (Approximately 1 hour and 30 minutes)
- Participants have lunch on their own in Doolin.
- After lunch, board coach and drive to the Cliffs of Moher.

Self-Guided Tour of Cliffs of Moher

Entrance included and ISA Staff member will serve as support

- After tour, board coach and return to dorm in Dublin.
- Participants have dinner on their own en-route to the dorm. Free time.

May 23

Saturday

Meals Included:

Breakfast at KC Peaches (voucher included)
Lunch

Dublin Accommodations:

Trinity College (7 of 7)

Transportation:

Own Foot

Farewell to Dublin

- Free time in morning to explore Dublin.
- In the afternoon, meet ISA Site Staff in the dorm lobby to travel to the restaurant.
- Farewell Lunch at Old Storehouse as a group.
- Return to dorm.
- In the evening, meet ISA Site Staff and set off on foot for an evening Riverdance Show. Ticket included.
- After show, return to the dorm. Free time.

May 24

Sunday

Meals Included:

Breakfast at KC Peaches (voucher included)
Per Airline

Transportation:

Coach

Return Home

- Meet ISA Site Staff to check out of dorm. Board coach and transfer to the airport for return flight home.
- Group flight departs en-route to United States

Program Ends



Exhibit B

Comprehensive inclusions, Support Services & Investment Details

The itineraries reflect the day-to-day arrangements designed for the program. Meals, tours and excursions, academic/company visits, accommodations, and transportation are provided by WorldStrides as detailed in each itinerary.

During the program WorldStrides provides: Locally-based ISA Resident staff and orientation meeting upon arrival

- o English-speaking, trained professional tour guides, as noted.
- o Entrances for cultural sites, unless otherwise noted.
- Ground transportation including:
- Transportation in safe, clean motorcoach as noted in itinerary -Full day = eight (8) hours; Half day = four (4) hours
 - Transfers to visits within city limits (note visits outside city limits may incur additional costs)
 - Meal transfers, as noted
 - Airport transfer for group flights
- o Public transportation passes, as noted in itinerary.
- Intra-city transportation, as listed in itinerary.
- Intra-program flight from London to Dublin
- Bottled water on coach rides
- One non-alcoholic drink at all included meals

Before the program departs, WorldStrides provides:

- Marketing website and resources to help promote the program to students
- Customized online registration portal to manage student registration, payments, dietary and health information collection, roommates, etc.
- A customized app with offline access to materials including -day-to-day itinerary, group messaging, and important documents
- Customized pre-departure information for students and faculty

Academic Support

WorldStrides provides:

- Curriculum Support
- Five (5) company visits arranged by the Global Academic Team.
- Destination and business briefing materials prepared by WorldStrides' Global Academic Team including company and speaker profiles and destination-specific economic information



Air Transportation

- Round-trip international flight is listed in program details. Group air booking requires ten (10) or more passengers traveling on
 the same itinerary. In order to ensure confirmation of flights without interruption due to unforeseen cancellations, WorldStrides
 recommends individual air ticketing for the group of twelve (12) or less.
 - Note: 140 seats held on British Airways
- One-way economy class ticket included in ground package price from London to Dublin with airport taxes and transfers.
 - Note: 72 seats held on British Airways.

Flight #1: British Airways - 13 seats booked

Departure Flights

<u>Date</u>	Flight #	Origin	Destination	Departure	<u>Arrival</u>	
05/10/2020	BA218	Denver (DEN)	London (LHR)	7:35 p.m.	11:35 a.m. +1	
Please note: Intra-program transportation is listed in the working itinerary, unless otherwise noted.						
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Return Flights

<u>Date</u>	Flight #	<u>Origin</u>	<u>Destination</u>	<u>Departure</u>	<u>Arrival</u>
05/24/2020	BA831	Dublin (DUB)	London (LHR)	7:30 a.m.	9:10 a.m.
05/24/2020	BA219	London (LHR)	Denver (DEN)	2:40 p.m.	5:30 p.m.

Flight #2: British Airways – 62 seats booked

Departure Flights

<u>Date</u>	Flight #	<u>Origin</u>	<u>Destination</u>	<u>Departure</u>	<u>Arrival</u>	
05/10/2020	BA218	Denver (DEN)	London (LHR)	7:35 p.m.	11:35 a.m. +1	
Please note: Intra-program transportation is listed in the working itinerary, unless otherwise noted.						

Return Flights

<u>Date</u>	Flight #	<u>Origin</u>	<u>Destination</u>	<u>Departure</u>	<u>Arrival</u>
05/24/2020	BA827	Dublin (DUB)	London (LHR)	10:45 a.m.	12:15 p.m.
05/24/2020	BA219	London (LHR)	Denver (DEN)	2:40 p.m.	5:30 p.m.

Flight #3: British Airways – 65 seats booked

Departure Flights

Date	Flight #	<u>Origin</u>	<u>Destination</u>	Departure	<u>Arrival</u>	
05/10/2020	BA218	Denver (DEN)	London (LHR)	7:35 p.m.	11:35 a.m. +1	
Please note: Intra-program transportation is listed in the working itinerary, unless otherwise noted.						
Return Flights						

<u>Date</u>	Flight #	<u>Origin</u>	<u>Destination</u>	Departure	<u>Arrival</u>
05/24/2020	BA833	Dublin (DUB)	London (LHR)	9:15 a.m.	10:45 a.m.
05/24/2020	BA219	London (LHR)	Denver (DEN)	2:40 p.m.	5:30 p.m.



Accommodations

- Six (6) nights in twin occupancy in London at the Columbia Hotel or similar.
 - The exact hotel will be determined based on number of participants and availability. Students will be in twin rooms and program leaders will be in single rooms.
- Seven (7) nights in student dorms in <u>Dublin</u> at Trinity College Dublin.
 - Students will either be in twin rooms or four (4) room-apartments, depending on availability.
 - The twin rooms will have a private bathroom. The room includes two (2) single beds that are not lofted or bunkbeds. Kitchens are communal and located on each floor.
 - The apartments will have four (4) single rooms each with a single bed. Each apartment will have two (2) bathrooms, a kitchen, and a common space.
 - Breakfast vouchers are included
 - Towels and bed linens are included with cleaning services on specific days.
 - Faculty director(s) will be in single rooms with a private bathroom or a four (4) room apartment. The 4-room apartment will be private and have two bathrooms, kitchen, and common space. The extra beds will be empty and paid for by College if the faculty director(s) stay in apartments.
 - A housing deposit is not required for the residence; however, participants will be financially responsible for any damages in their room. Should a participant damage the residence hall, WorldStrides requests that College work within established institutional parameters to ensure that financial obligations to WorldStrides are met by College participants. Alternatively, College may remit payment on the participant's behalf and require the participants to repay the College. Prior to departure, College will inform participants that the above conditions are in place.



Per Person Program Ground, Intra-Program Air, & International Air Costs

Package includes components detailed throughout this Contract.

54,850 Twin/shared occupancy for participants throughout the program based on ten to fourteen (10-14) full paying participants (FPP) & one (1) faculty director (single occupancy) included in the program costs. Price is inclusive of all ground transportation, intra-program airfare, and international airfare.

\$4,507 Supplement for an additional faculty director in single accommodations throughout the program (per faculty director)

Scholarships and Financial Assistance

WorldStrides is committed to making global travel experiences accessible for student participants.

Group Scholarships/Grants – College will be eligible for a fifty dollar (\$50) scholarship per FPP for up to thirty (30) student participants (regardless of the number of tracks). If College registers thirty one plus (31+) FPP and chooses to do Long-Haul air with WorldStrides, a one hundred dollar (\$100) scholarship per FPP will be available. The award for this scholarship will be credited to the College on the College's program invoices prior to the payment deadline.

International Financial Assistance – This need-based assistance program awards small grants to student participants who demonstrate financial need. Learn more at: https://fundraising.worldstrides.com/international-financial-assistance-program/. Limit to four (4) College students per year. The College will receive a credit on the program invoice for the student's stipend(s) indicating which students earned the funding for the College to disperse to the student's account(s).

Higher Ed Traveler Scholarships – WorldStrides offers a three thousand dollar (\$3,000) scholarship to three (3) worthy students who will be participating in short-term study abroad annually. One (1) winner is selected in the fall; two (2) more are selected in the spring/summer. Students will be chosen based on an application and personal statement. Learn more at worldstrides.com/higheredtravelerscholarship. College student participants are eligible to apply for this scholarship. College students awarded the Higher Ed Traveler Scholarship will receive a check written to the student participant in the amount of three thousand dollars (\$3,000).

Optional Items Priced Separately

One hundred ninety nine dollar (\$199) Optional Travel Protection Plan – Cancel for Any Reason (per person)

Miscellaneous:

- Program costs for a free faculty director in single rooms are included with minimum participants. Their international airfare and intra-program airfare are included.
- Luggage overage fees and hotel incidentals such as mini bar use, is not included and are the responsibility of participants.
- Accommodations are booked at time of program confirmation. If the represented property is not available, a comparable property may be substituted with advance notice to the College.
- The following items are not currently included in the program costs:
 - Uneven room pairing charges if faculty director(s) are placed in a four (4) bedroom apartment and there are extra beds the beds are to be paid for by the College.
 - Local mobile phone rental for faculty director(s)/staff

