

**Cooperation Agreement to develop joint initiatives and explore opportunities for implementing language programmes and projects**

This is to certify that an agreement has been reached between **Chita Municipal Secondary School no. 49** (hereinafter the Partner School) and the **Emerald Cultural Institute** regarding future collaboration.

It is agreed that the Partner School will undertake to promote courses on behalf of Emerald Cultural Institute as outlined below.

- The Partner School will promote such products and services as have been agreed with Emerald Cultural Institute, or which are described in their publicity
- The Partner School will convey faithfully the contents and meaning of the promotional materials produced by Emerald Cultural Institute
- To use only the promotional materials produced by Emerald Cultural Institute unless specifically agreed with and approved by the school.
- To collect and pay to Emerald Cultural Institute all fees owing to the school before the students' arrival. Payments can be made by International bank draft in EURO posted directly to the Institute, by inter-bank transfer in EURO to our bank account (please see below), by MasterCard or Visa. The bank details are: AIB Bank, 60 Clonskeagh Road, Dublin 14, Ireland, Bank Sort code: 93-11-87, Account Number: 00259102, Account Name: Bluebeam Ltd., Swift AIBKIE2D, IBAN: IE 81 AIBK 931187 00259102.
- Bookings for student groups must be confirmed in writing and sent to the school at the earliest possible opportunity and accompanied by 20% deposit
- The Partner School will abide by the terms and conditions outlined in the promotional materials produced by Emerald Cultural Institute

The Emerald Cultural Institute will undertake the following:

- To provide courses and services as outlined in its' promotional materials or as otherwise agreed in writing with the Partner School, for the fees as advertised or agreed. While every effort will be made to run courses on the dates advertised, Emerald Cultural Institute reserves the right to cancel courses, which have insufficient bookings to be viable.
- To take all reasonable care of clients sent by the Partner School, in order to ensure that clients feel that sincere concern has been shown for their well-being, comfort and academic success
- To respond promptly to all enquiries, bookings and correspondence from the Partner School.
- If a client sent by the Partner School pays directly to the school in Dublin, the agreed commission (26%) will be forwarded to the Partner School.
- If a client extends their course, Emerald Cultural Institute will pay the commission due to the Partner School.
- Where a booking which has been fully paid is cancelled, no refund of any kind can be made unless notice has been given to the ECI at least 1 week prior to the arrival of an individual student and at least 4 weeks prior to the arrival of the group.

This agreement is valid for 3 year from the date of signing and can be terminated by either side with one months notice in writing.

Signed: \_\_\_\_\_

**Mauro Biondi**  
Emerald Cultural Institute

**Ruslan Nikonov**  
Chita Municipal Secondary School no. 49

Date: December 19, 2014