Addendum to Master Agreement for Customized Programs between

XXXXXXXXXX and

Virginia Polytechnic Institute and State University (Virginia Tech)

Date

The following document serves as an addendum to the agreement for customized programs ("Master Agreement") between XXXXXXXXXXX, and Virginia Polytechnic Institute and State University (hereinafter "Virginia Tech") for the operation of the XXXXX Program in XXXXXXXXX.

XXXXXXXXX and Virginia Tech acknowledge and agree that in the event of any conflict between the Master’s Agreement and this Addendum, then the provisions of this Addendum shall prevail.

The College of XXXXXXXXXX at Virginia Tech and XXXXXXXXXX are partnering to offer the “XXXXXXXXX Program” in TERM/YEAR subject to the terms of this Addendum.

Program:

Program Name:

1. Program dates
	1. The program begins on \_\_\_\_\_\_\_\_\_\_\_\_ in the following locations \_\_\_\_\_\_\_
	2. The program ends on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the following locations \_\_\_\_\_\_\_
2. Program inclusions
	1. Participant lodging accommodations will include \_\_\_\_\_\_\_\_\_\_\_
	2. Participant transportation will include \_\_\_\_\_\_\_\_\_\_\_\_\_\_
	3. Other inclusions
3. Program costs
	1. The Program Fee is USD\_\_\_\_\_\_ per Participant
	2. For each program track offered, XXXXXXXX will provide Virginia Tech with \_\_\_\_\_free faculty/staff placements.
	3. Beyond this allocation, faculty/staff costs are USD \_\_\_\_\_\_\_ per Program Leader. Additional staff from Virginia Tech will be charged the normal program fee by XXXXXXXXX. Such fees will be due at the same time as students’ program fees.
4. Number of Participants
	1. XXXXXXXX requires a minimum enrollment of \_\_ Participants and \_ Program Leader from Virginia Tech in order to offer the program.
	2. If there is need for additional space, Virginia tech will contact XXXXXXXXXX to see is space is available.
5. Deadlines
	1. The final enrollment and deposit deadline is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
		1. Final faculty/staff and student participant names (as written on passport) and, insofar as the information is disclosed to Virginia Tech, their gender, dietary requirements, allergies, and special accommodations (if applicable) must be confirmed by this date (as per the template to be provided by XXXXXXXX).
		2. The non-refundable payment of \_\_\_\_% of the program fees or $\_\_\_\_\_amount is due at this time.
	2. Final payment and documentation deadline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
		1. The balance of the payment of the program fees are due at this time.
		2. All remaining Participant information (completing the template provided by XXXXXXXXXX) is due.
6. Itinerary
	1. Refer to attached draft itinerary (Appendix A)
	2. Virginia Tech acknowledges and agrees that the attached itinerary and program details are subject to change and are contingent upon factors including but not limited to, the availability of transport, and any changes imposed by third parties, among other possible changes. Decisions on itinerary changes will be made in the best interests of all participants and with regards to the health and safety of participants. If any changes are necessary to the attached itinerary or program logistics, including but not limited to those required for any COVID-19 protocols of Virginia Tech, XXXXXXXX, or local authorities, Virginia Tech shall be apprised and have input on itinerary adjustments.
7. Insurance
	1. Virginia Tech will require all participants to be covered through the institution’s comprehensive travel medical and security assistance insurance. It’s strongly recommended that Participants purchase trip protection and cancellation coverage.

Program Cancellation and Return Policv:

In the event that Virginia Tech wishes to cancel any program XX days before the start date (the "Cancellation Deadline") of \_\_\_\_\_\_\_\_\_, Virginia Tech will receive a refund of 100% of uncommitted and unexpended program fees. If Virginia Tech wishes to cancel the program after the Cancellation Deadline, XXXXXXX will determine whether there are recoverable expenses to refund to Virginia Tech. Cancellations must be submitted in writing to XXXXXX, and will be noted based on the date XXXXXXX receives the notification. [Subject to "Acts of God" section below,]

In the event of cancellation of the program by XXXXXXX before the start of the program, 100% of the program fee and the program deposit shall be refunded. XXXXXX and/or the host institute reserves the right to make any cancellations, changes, and/or substitutions in cases of emergency or changed conditions or in the interest of each group as deemed necessary by XXXXXXX.

In the unlikely event that the U.S. Department of State or the Centers for Disease Control and Prevention issues a travel advisory of health notice of Level 3 or higher advising against travel to host country locations during the program and Virginia Tech wishes to cancel the program, Virginia Tech will receive a refund of 100% of uncommitted and unexpended program fees as of the date Virginia Tech notifies XXXXXX in writing of the cancellation due to the U.S. Department of State or Centers for Disease Control and Prevention advisory or safety cancellation.

Acts of God:

Neither party shall be responsible for failure to perform this Agreement if circumstances beyond their reasonable control, including, but not limited to: acts of God, governmental authority. Terrorism, or war in or with the United States or host country locations, prevent such performance.

Term of the Agreement:

The Agreement shall become effective on the day representatives of both parties affix their signatures, and will be in force through the period of the program implementation.

In witness thereof, the authorized representatives of XXXXXXX and Virginia Tech hereby execute this Agreement on the dates set forth below.

For Virginia Tech

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

Dean of XXXXXXXX

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

For XXXXXXXXX

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date