



2021-2022 SCHOOL YEAR
ACADEMICA INTERNATIONAL STUDIES MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING (“MOU”) entered into by and between:

_____ (“your school”, “School”, or “you”)
and Academica International Studies (“AIS”).

THE PURPOSE OF THIS MOU. Under the terms of this MOU, AIS will be providing your school virtual instruction. Depending on the courses your school purchases, the instruction will be delivered in one of the following ways:

1. “VIRTUAL” Instructional Model: AIS provides the online course—including access to our Learning Management System (LMS) and our Student Information System (SIS)—and a fully-certified instructor for that course. The students take the course at school and/or at home under the supervision of a facilitator, provided by you. Credit is awarded by AIS.
2. “BLENDED” Instructional Model: AIS provides just the online course with LMS and SIS access. You provide your own teacher. The students take the course at your school as a supplement to a traditional brick-and-mortar course.
3. “PLATFORM ONLY” Model: AIS provides just the online access to the LMS and SIS. You provide your own teacher. The students take the course at your school as a supplement to a traditional brick-and-mortar course.

WHAT WE NEED FROM YOU. We are looking forward to serving your school during this academic year without any delays in your start date or any other difficulties. To do this, we will need the following from you:

1. For each VIRTUAL course you order, we need to receive a formal course request, with an accurate student count for that course, at least ten (10) days before the first day of classes. Please e-mail support@aveteaching.com.
2. For each BLENDED course your order, we need to receive a formal course request, with an accurate student count for that course, at least five (5) days before the first day of classes. Please e-mail support@aveteaching.com.
3. For the PLATFORM ONLY Model, we need to receive the course name, teacher name, email address and phone number, and an accurate student count at least five (5) days before the first day of classes. Please e-mail support@aveteaching.com.

AIS'S RESPONSIBILITIES. In addition to providing the platform and courses* (and instructors for BLENDED delivery) you select, we will also:

- a. Provide training for your blended course teachers, school facilitator(s), guidance counselors, and administrators in our online platform and in blended learning support strategies.
- b. Coordinate and walk you through the course registration process.
- c. Provide ongoing virtual and/or face-to-face support from an AIS instructor, Director of Domestic Academics, and/or AIS support staff.
- d. Provide evaluation and support of all members of the learning community.
- e. Provide progress monitoring tools at student and school level.
- f. Provide invoicing for applicable enrollments.
- g. Provide the needed data for your FTE reporting by district.

*AIS course offerings are subject to a minimum enrollment of seven (7) students to take the course.

YOUR RESPONSIBILITIES. You will be responsible for providing the following:

- a. Accurate course request information, including an accurate list of students and academically appropriate courses.
- b. A dedicated facilitator (virtual model) to monitor students and verify attendance. This person does not have to be a certified instructor.
- c. Student computer access (4-6 hours each week per course). Your computing resources must have the requisite level of technology for the students to access and use the course content and platform.
- d. Two-way long-distance communication access for AIS instructor to facilitate student phone calls (virtual model).
- e. Access to your personnel who will have access to student data and login credentials to the platform for training and communications from AIS.

Please note that any failure on the part of the school to comply with these responsibilities or any of the terms of this MOU may result in a delay in start date(s) or a lack of time to double check enrollments which may lead to students not being placed in their proper courses.

YOUR FEES. You will be invoiced at the end of each school term for each “billable enrollment” (as defined below) based on the following fee schedule (prices are per each billable enrollment):

FULLY VIRTUAL LEARNING MODEL	Price
Single Student Semester Enrollment	\$239
BLENDED LEARNING MODEL	Price
Single Student Semester Enrollment	\$87.50
PLATFORM ONLY MODEL	Price
Single Student Semester Enrollment	\$35

- **Billable Enrollments:** Enrollments are counted and billed per student per semester. Any student on Classroom Assigned or Active status for a minimum of 14 consecutive days is considered billable. If a student is Classroom Assigned or Active for 14 consecutive days, AIS will bill the school for the student, regardless of the student’s status upon receipt of invoice.

PRESERVING ACADEMIC INTEGRITY. It is the shared responsibility of you and AIS to ensure the highest standards of academic integrity are upheld in delivering our platform and content to you.

Our Instructors Shall:

- a. Act as a resource for student questions
- b. Submit various assignments into PlagScan
- c. Coordinate any academic integrity issues with the lab facilitator, their Instructional Leader, and Academic Integrity Support Personnel

- d. Verify student mastery of content through Discussion-Based Assessments and authentic assessments
- e. Convey incidents and consequences to the student and facilitator

Your Facilitators Shall:

- a. Provide supervision through close proximity while circulating the lab
- b. Encourage students to seek support from AIS instructors
- c. Encourage students to seek support from the facilitator
- d. Discourage inappropriate collaboration of students
- e. Ensure students are provided with appropriate equipment and that equipment is not shared by students who are actively working in the same AIS coursework
- f. Require that students protect their password information and coursework
- g. Protect students' usernames, passwords, and other private information
- h. Adjust seating arrangements to help promote students' integrity
- i. Communicate with the student, AIS instructor and Academic Integrity Investigator with regards to concerns and consequences.

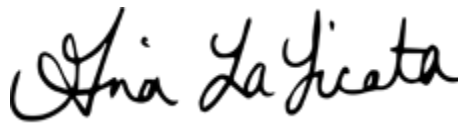
MISCELLANEOUS. This MOU shall be effective from the date of the last signature until August 15, 2022 unless otherwise extended by the parties. Any modifications to this MOU must be made in writing and be signed by both parties. Neither party to this Memorandum of Understanding is the agent of the other and neither is liable for the wrongful acts or negligence of the other. THE PARTIES ACKNOWLEDGE THAT NEITHER PARTY MAKES A WARRANTY OF ANY KIND, EXPRESSED OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the last written date below.

FOR: **School:**

Date: _____
Print Name/ Signature

FOR: **Academica International Studies:**



Date: _____
Print Name/ Signature