

Ct ncpucu'Ucvg'Wpkxgtukv{ '/'O qwpwckp'J qo g Independent Contractor Service Agreement

AGREEMENT between 5f UbgUg'GHUHY'I b]j Yfg]lmiAci bHJ]b'<ca Y'("5 Gl A<") and

PERTAINING TO THESE SERVICES AND AGREE TO ABIDE BY THEM:

Business Name (if application	able):						
Address:		City:		State:		Zip:	
Cell Phone:		A	Iternative	Phone:			
E-mail address:							
In consideration of the mutu	ual promises betw	een the par	ties as stat	ed below, IT	IS HEREBY	AGREED a	s follow:
ASUMH contracts with CO the days, times, and places s		serve as an	independe	nt contractor	to provide the	e following s	services at
Class/Program Title	Enrollment MinMax.	Cost (for participant)	Start Date	Ending Date	Time/ Day(s) of week	# of Weeks	Location (or location type)
Class Description (50 wor	ds or less):						
Use previous class desc	eription S	Sending des	criptions v	ia email attac	hment (use whe	en teaching multi	ple class titles)
The Contractor and ASUMH vs only for classroom hours wo	-	_				_	%. Paym
Supply fee payable to instructo	or by registrant at f	irst class:		(only applies to con	nsumable supplies	and must be app	roved in advance
supply ree purients to insurance							

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O CTMGVPI 'QHENCUUGU'ASUMH will promote classes at their discretion utilizing appropriate marketing avenues and media outlets. ASUMH offers no guarantee of adequate enrollment for classes.

BUILDING AND CLASSROOM USE: Contractors will take responsibility for leaving the classroom facility and equipment in a neat, clean and orderly condition. Lights should be turned off upon leaving and all furniture returned to its original pattern. Building door access is managed electronically. In most cases instructors will have ready access to the building. In some cases, Instructors holding classes in the Development Center building may need to pick up a FOB key prior to 4:00 PM the day before/or day of class and place it in the drop-box after class. Instructors are responsible for the \$25.00 cost of replacing any lost or damaged keys.

CLASS FEES AND ENROLLMENT: Students are expected to pay for classes before the first class meeting. However, if students are indicated "not paid" or their names do not appear on the roster please take their phone number and report the missing payment to Community Education as soon as possible.

SUPPLIES AND MATERIALS: Students are expected to purchase all supplies and materials for classes unless arrangements were made to include these in the cost of the class. Contractors do not accept tuition payments directly from students. ASUMH is not responsible for any lost, stolen, or damaged equipment owned by the contractor.

AUDIO-VISUAL: Slide projectors, overhead projectors, TV's, VCR's, and DVD players are available on a limited basis. Please motify the Community Education Office 48 hours in advance, if equipment is needed. Equipment will be available on a first-come, first-serve basis.

CLASS MODIFICATIONS AND CANCELLATIONS: Classes may be canceled due to insufficient registration, weather, or other unforeseen curcumstances. The class cancellations will be determined prior to the first class meeting by the Community Education Office and the instructor will be notified. Contractors should not hold or have any extension of class or cancel any class without first receiving staff approval.

CONTRACTOR REIMBURSEMENT: Payment for instruction will be requested following the ending date of your class and payment should be received within two weeks.

THIS INDEPENDENT CONTRACTOR SERVICE AGREEMENT FOR A CONTRACTED SERVICE DOES NOT

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Contractor Signature	Date
Ej t km ('Mgkt p. 'F kt gevqt 'qh'Eqo o wpkecvkqpu'('Kpunkswokqpcn'Cf xc pego	o gpv''''''F cvg
Date received: Date of background check:	W-9:
Payment Date:	

Please complete this fillable fcfa online, along with h Y background consent, ubX'w-9"D'YugY mail, fax, or email to Sarah Sikes

Arkansas State University Mountain Home 1600 South College Street, Mountain Home, AR 72653 ssikes@asumh.edu

Fax: (870) 424-4070 **ASUMH** Phone: (870) 508-6105