



# Independent Contractor Service Agreement

AGREEMENT between 5 f \_UbgUg'GHUHY'I bjj Yfgj]miA ci bHJ]b'< ca Y'("5 Gl A<") and

**Name on W-9**

Contractor Name: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Alternative Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

In consideration of the mutual promises between the parties as stated below, IT IS HEREBY AGREED as follow:

ASUMH contracts with CONTRACTOR to serve as an independent contractor to provide the following services at the days, times, and places stated below:

Class/Program Title	Enrollment Min.-Max.	Cost (for participant)	Start Date	Ending Date	Time/ Day(s) of week	# of Weeks	Location (or location type)

**Class Description (50 words or less):**

Use previous class description

Sending descriptions via email attachment (use when teaching multiple class titles)

The Contractor and ASUMH will split the course fees using an \_\_\_\_% / \_\_\_\_% split with the contractor receiving \_\_\_\_%. Payment is only for classroom hours worked. Preptime is not included. There will be no compensation for canceled classes.

Supply fee payable to instructor by registrant at first class: \_\_\_\_\_ (only applies to consumable supplies and must be approved in advance)

I give my permission to ASUMH to provide registrants/potential registrants with the following information upon request when additional information that is not included in the class description is needed:                      Email Address                      Cell Phone #

**I (THE "INSTRUCTOR") HEREBY AGREE TO PROVIDE, FURNISH, OR PERFORM THE SERVICES SPECIFIED ABOVE AND HAVE READ AND UNDERSTAND THE FOLLOWING INSTRUCTIONS AND GUIDELINES PERTAINING TO THESE SERVICES AND AGREE TO ABIDE BY THEM:**

**OBJECTIVE:** 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 notify 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 circumstances. 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 CONSTITUTE AN EMPLOYER-EMPLOYEE RELATIONSHIP BETWEEN CTMCPUCUUVCVG'WP&GTUW[ " O QWPVCR'J QO G'AND THE CONTRACTOR.**

\_\_\_\_\_  
**Contractor Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Victor Beck, Director of Workforce Development**

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<b>OFFICE USE ONLY:</b>		
Date received: _____	Date of background check: _____	W-9: _____
Payment Date: _____		

Please complete this fillable fcfa online, along with h Ybackground consent, UbX'w-9"D`YUgY mail, fax, or email to

Victor Beck  
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