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| **C O N T R A C T** | | | | | | | | | | | | | |
| **for training foreign citizens and stateless persons at  Private Joint-Stock Company “Higher Education Institution  “Interregional Academy of Personnel Management”** | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
| Kyiv city | | |  | | | | | | | | | | | | | | " |  |  |  | |  |  | | yr | |
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|  | Private Joint-Stock Company “Higher Education Institution “Interregional Academy of Personnel Management”, hereinafter “the Academy”, in the person of rector\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, acting in accordance with the Charter, of the first part, | | | | | | | | | | | | | | | | | | | | | | | | |  |
| and citizen | | | | |  | | | | | | | | | | | | | | | | | | |  | |
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| hereinafter “the Student”, of the second part, have concluded this Contract on the following: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **1. SUBJECT OF THE CONTRACT** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1.1. The Academy shall provide the professional training and graduation of the Student: | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | at the Institute (on the Faculty) | | | | | | | | |  | | | | | | | | | | | | | | | |
| Program Subject Area | | | | |  | | | | | | | | | | | | | | | | | | | |  | |
| Study Program | | | | |  | | | | | | | | | | | | | | | | | | | |
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| mode of study | | | | | |  |  | | | | | | | | | | | | | | | | | | |  |
| and the Student shall pay for his/her study at the Academy. | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| **2. RIGHTS AND OBLIGATIONS OF THE PARTIES** | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 2.1. The Academy shall undertake to:  - accept the Student for education, to issue him/her a student ticket and a graduation book;  - provide each Student for the period of study at the Academy with a place in the hostel, in accordance with the contract of residence;  - organize high-quality training, to provide the Student with educational literature, is printed by the Academy in accordance with the plans for publication of literature, to help with using the library;  - carry out the educational process in accordance with the established requirements, to conduct the necessary counseling of the Student;  - assist in the preparation of the documents necessary for entry into Ukraine, departure to the Motherland and other travels in accordance with the current legislation of Ukraine.  - in case of successful completing the training, give the graduate a state-standard diploma of the corresponding educational qualification level. 2.2. The Academy shall be entitled to:  - provide the Student with the opportunity to re-study for a fee;  - expel the Student in the cases provided for in Clause 6.3 of the Contract and in the current legislation of Ukraine. 2.3. The Academy shall not bear the cost of execution:  - of the invitation to study in Ukraine, the request for visa support for the person in whose name the Invitation has been issued;   - of the certificate of temporary residence in Ukraine, registration / removal from registration at the place of residence, the cost of processing the Student's entry and exit visas;   - of the Student's medical insurance policy and the policy of liability insurance for foreigners for the reimbursement of expenses related to the execution of the decision on administrative expulsion;  - Of the invitation as well as the cost of the stay of the Student’s family members in Kiev and of their provision with housing. 2.4. The Student shall undertake to:  - submit a document on the previously acquired educational (educational and qualification) level, on the basis of which the entry is made, for passing the procedure of recognition of the document in Ukraine in accordance with the legislation;  - pay the tuition fee in a timely manner;  - attend classes, to timely fulfill the tasks provided for by the curriculum, to pass exams at the stated time, to make up academic deficiencies;  - comply with the Academy’s Internal Regulations, with the Academy’s orders, decisions, and resolutions regarding organization and conduct of the educational process;  - take care of the property transferred to the Student for use;  - upon entering the full-time mode of study, apply for the registration of a temporary residence permit for Ukraine within 10 days after the date of enrollment and, in case of expulsion (graduation or early termination of the Contract for training), to submit documents for the de-registration at the place of residence and to return to the Academy the temporary residence permit for Ukraine. 2.5. To enroll in the Academy, the Student shall personally submit the following documents:  - the application,  - a document (the original and a copy thereof) with an annex about the previously acquired educational (educational and qualification) level, on the basis of which the entry is carried out, translated into Ukrainian, with notary certification of the translation, certified in the country of issue in the manner that is officially applied in this country for such certification , and legalized by the relevant foreign institution of Ukraine (if necessary);  - an academic transcript issued by a foreign / Ukrainian educational institution (in case of transfer or renewal of studies, from the second year on, the academic transcript shall be attached);  - a health insurance policy to receive emergency medical care in Ukraine;  - a copy of the passport document or an identity document of a person without citizenship;  - 8 photos, size 30x40 mm. 2.6. The Student shall be entitled to:  - use the educational-methodical base of the Academy;  - continue education at the Academy, with account of the educational qualification level received, on the basis of a contract concluded;  - turn to the administration on the issue of improving the quality of training and providing household services. | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **3. DURATION OF TRAINING, ITS COST, AND PAYMENT PROCEDURE** | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | 3.1. The duration of the Student’s training shall be | | | | | | | | | | | | . | | | | | | | | | | | | | |
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| 3.2. The training shall begin | | | | | | | | |  | | | | | | | | | | | | | | | | |

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| 3.3. Payment for the first period of training (year or semester) shall be carried out upon signing the Contract for training. 3.4. The cost of the first year of training shall be the equivalent of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ USD in UAH at the rate of the National Bank of Ukraine on the day of payment. 3.5. For the next period of training (semester or year), the student shall make a pre-payment before its beginning in the amount that shall be established for the current academic year by decisions (estimates) of the Academy with account of the expenses for organizing and conducting the educational process, the index of inflation, changes in prices for housing and communal and other services. 3.6. The cost of training for a paid period shall not be subject to any revision or change. 3.7. In case of untimely payment for tuition, the Student may be expelled from the Academy without notice. 3.8. Additional fees shall be charged for making up academic deficiencies which were committed through the Student’s fault. 3.9. In the event of termination of the Contract with the consent of the Parties, or at the request of one of the Parties, the Student shall not be returned funds paid as tuition fees for the period preceding the date of termination of the Contract. | | | | | | | | | | | | | | | | | | | |  |  |  |
| **4. SPECIAL PROVISIONS** | | | | | | | | | | | | | | | | | | | | |
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| **5. DISPUTE SETTLEMENT PROCEDURE** | | | | | | | | | | | | | | | | | | | | |
| 5.1. The Parties will try to resolve any disputes that may arise in the execution of this Contract by negotiation, and if any agreement is not reached, in the manner prescribed by the legislation of Ukraine. | | | | | | | | | | | | | | | | | | | | |
| **6. TERM AND OTHER CONDITIONS OF THE CONTRACT** | | | | | | | | | | | | | | | | | | | | |
| 6.1. The term of the Contract shall be established from the moment of its signing by the Parties until the Parties fully fulfill their obligations. 6.2. If the Student refuses to study at the Academy before the date of the commencement of the studies, the Contract may be terminated with the consent of the Parties, with the return of the previously paid tuition fee less actual costs incurred by the Academy. 6.3. The Academy shall be entitled to terminate the Contract with the Student in the following cases:  - if the tuition fee is not paid in due time;  - for failure to meet the requirements of the curriculum and the schedule of the educational process, unsatisfactory passing credits and examinations during an examination period (academic failure);  - for appearance in classrooms, in the educational building, at the library, in the hostel under the influence of alcohol, drugs, or other intoxicants;  - for a one-time gross violation of the academic discipline, the passport and visa regime, the rules of staying in the hostel, the Internal Rules and Regulations of the Academy, laws of Ukraine;  - for failure to execute orders, decisions, and instructions of the Academy regarding organization of the educational process, for causing it material or moral harm;  - in case of the Student’s failure to submit the set of documents for training specified in the Rules of Admission to the Academy, prior to the beginning of classes. 6.4. The Student may terminate the Contract by submitting a written application for the rector of the Academy. 6.5. The Contract may be terminated by mutual consent of the Parties, or at the request of one Party upon occurrence of force majeure, which lasts more than six months. 6.6. The Contract shall be considered to be terminated from the moment the Academy issues the order for the Student’s expulsion. 6.7. By the time of signing the Contract the student shall be familiarized with the Rules of Admission to the Academy, the Internal Rules and Regulations of the Academy, the rules of stay in the territory of Ukraine, etc. 6.8. Two copies which shall have the same legal force shall be made of the Contract, one copy for the Academy and the other one for the Student. | | | | | | | | | | | | | | | | | | | | |
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| **ADDRESSES AND DETAILS OF THE PARTIES:** | | | | | | | | | | | | | | | | | | | | |
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| THE ACADEMY | | | |  | | THE STUDENT | | | | | | | | | | | | | | |
| Private Joint-Stock Company “Higher Education Institution “Interregional Academy of Personnel Management” | | | |  | | | | | | | | | | | | | | |
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