



## IAG Host School Agreement

This **HOST SCHOOL AGREEMENT** (“Agreement”), effective as of 07/21/2025 (“Effective Date”), is entered into by and between International Alliance Group, LLC, (“IAG”) and Santa Rosa City Schools (the “Host”, and together with IAG, each a “Party”, and collectively, the “Parties”).

**WHEREAS**, IAG offers international teachers the opportunity to be placed in a cultural exchange program in the United States while learning valuable professional skills, improving English language capability, and learning about the culture and history of the U.S. (the “Program”);

**WHEREAS**, the Host agrees that hosting foreign exchange teachers (“Exchange Teachers”) and participating in the Program will result in their students’ gaining a better understanding of the world outside the United States of America as they interact with Exchange Teachers from another part of the world;

**WHEREAS**, IAG is an accredited J-1 sponsor, and therefore IAG will work with designated United States Department of State (“State Department”) J-1 Teacher cultural exchange program sponsors.

**WHEREAS** the Host agrees to host Exchange Teachers; and

**WHEREAS**, the Parties have read the State Department regulations governing the Program<sup>1</sup> (the “Regulations”) and agree that they will comply with the Regulations from the time of signing this Agreement, as such Regulations may be amended from time to time.

### AGREEMENT

**NOW, THEREFORE**, in consideration of the foregoing and of the mutual promises and agreements set forth herein, the Parties, intending to be legally bound, hereby agree as follows:

#### 1. OBLIGATIONS

a. **Host Obligations.** During the term of this Agreement, the Host shall use “commercially reasonable efforts” to comply with the obligations in this Agreement and its Exhibits, including, but not limited to Exhibits A-1, B, C, and D. The Host shall comply with and require its employees, agents, and subcontractors (including personnel of subcontractors) to observe and comply with any and all legal requirements applicable to the Host Obligations. The Host agrees to fulfill and pay any invoices sent by IAG for the services rendered in compliance with this Agreement, and any such invoices, when delivered, will become a part of this Agreement. For purposes of this Agreement, commercially reasonable efforts are defined as those efforts consistent with the practices of similarly situated public educational institutions

<sup>1</sup> Regulations can be found at: <https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=9adf677eb80094061be39ec4fd4fe4e0&mc=true&n=pt22.1.62&r=PART&ty=HTML>

b. **IAG Obligations.** During the term of this Agreement, IAG shall use commercially reasonable efforts to comply with the obligations in this Agreement and its Exhibits, including, but not limited to Exhibits A-2, B, C, and D, including, but not limited to recruiting and placing Exchange Teachers (the “IAG Obligations” as set forth in , and together with the Host Obligations, the “Services”) for the Exchange Teacher positions set forth in Exhibit B (“Positions”).

c. **Cooperation.** Each Party shall cause its employees to reasonably cooperate with employees of the other and provide reasonable assistance to the extent required for effective delivery of the Services. The Host shall provide IAG with such information and documentation as is reasonably requested by IAG and the Host shall perform actions and tasks requested by IAG to enable IAG to perform the IAG Obligations in accordance with this Agreement.

d. **Third Party Services.** IAG shall have the right to engage the services of independent contractors including but not limited to State Department J-1 Teacher cultural exchange program sponsors to deliver or assist IAG in carrying out the IAG Obligations contemplated under this Agreement. IAG will supervise the performance of such third parties to ensure that the IAG Obligations meet, in all material respects, the requirements of this Agreement.

e. **Consideration for IAG Obligations.** The IAG Obligations shall be provided by IAG in consideration of the Host’s payment of the amounts specified for the IAG Obligations set forth in Exhibit C hereto.

## 2. REPRESENTATIONS AND WARRANTIES

a. IAG represents and warrants to the Host, and the Host represents to IAG, that such Party has all necessary rights and authority to enter into this Agreement and to perform its obligations hereunder.

## 3. CONFIDENTIALITY

a. **Confidential Information.** Each Party acknowledges that in connection with the provision of the Services and the Parties’ other obligations contemplated by this Agreement, the Parties will exchange certain confidential information, including the personal information of the Exchange Teachers (“Confidential Information”). The Confidential Information will be and remain the sole property of the Party (and its assigns) providing such Confidential Information, provided however, that the personal information of the Exchange Teachers (including health information) will remain the property of the respective Exchange Teacher. Each Party shall use the same degree of care which it normally uses to protect its own Confidential Information to prevent the disclosure to third parties of the Confidential Information belonging to the other Party and the Exchange Teachers. Neither Party shall make any use of the Confidential Information of the other, except as contemplated or required by the terms of this Agreement or any other written agreement between the Parties. Notwithstanding the foregoing, this Section 3 shall not apply to any information that (a) was publicly known at the time of disclosure or has become publicly known through no fault of the receiving Party, (b) was received by the receiving Party from a third party without a duty of confidentiality, or (c) was independently developed by the receiving Party without any reliance on the proprietary information.

b. **Permitted Disclosures.** Nothing herein shall be construed to prevent disclosure of Confidential Information as may be required by applicable law or regulation, or pursuant to the valid order of a court of competent jurisdiction or an authorized government agency, provided that the disclosure does not exceed the extent of disclosure required by such law, regulation, or order, and provided further that any Party disclosing Confidential Information pursuant to this Section 3(b) shall promptly provide written notice of any such order to the other Party.

#### 4. LIMITATION OF LIABILITY

Except where noted herein or in the event of the gross negligence or intentional misconduct of a Party, in no event shall either Party have any liability under any provision of this Agreement for any punitive, incidental, consequential, special, or indirect damages, including loss of future revenue or income, loss of business reputation or opportunity relating to the breach or alleged breach of this Agreement, or diminution of value or any damages based on any type of multiple, whether based on statute, contract, tort or otherwise, and whether or not arising from the other Party's sole, joint, or concurrent negligence, strict liability, criminal liability or other fault. In addition, notwithstanding any damages the Host may incur for any reason whatsoever, except in the event of gross negligence or intentional misconduct of IAG, the entire liability of IAG under this Agreement shall be limited to the fees actually received by IAG pursuant to this Agreement, and the entire liability of the Host under this Agreement shall be limited to the fees actually paid by the Host pursuant to this Agreement. The provisions of this Section 4 shall apply to the maximum extent permitted by applicable law, even if any remedy fails its essential purpose.

#### 5. INDEMNIFICATION

a. **Indemnification Obligations.** Each Party ("Indemnifying Party") shall indemnify, hold harmless, and defend the other Party and its managers, officers, directors, employees, agents, affiliates, successors, and permitted assigns (collectively, "Indemnified Party") against any and all losses, damages, liabilities, deficiencies, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs, or expenses of whatever kind, including professional fees and reasonable attorneys' fees, that are incurred by Indemnified Party/awarded against Indemnified Party in a final judgment ("Losses"), arising out of any third-party claim alleging: (i) any grossly negligent or more culpable act or omission of Indemnifying Party or its personnel (including any reckless or willful misconduct) in connection with the performance of its obligations under this Agreement; (ii) any bodily injury, death of any person, or damage to real or tangible personal property caused by the grossly negligent or more culpable acts or omissions of Indemnifying Party or its personnel (including any reckless or willful misconduct); or (iii) any failure by Indemnifying Party to comply with any applicable federal, state, or local laws, regulations, or codes in the performance of its obligations under this Agreement.

b. **Limitations on Indemnification.** Notwithstanding anything to the contrary in this Agreement, Indemnifying Party is not obligated to indemnify, hold harmless, or defend Indemnified Party against any claim (whether direct or indirect) if such claim or corresponding Losses arise out of or result from, in whole or in part, Indemnified Party's: (i) gross negligence or more culpable act or omission (including recklessness or willful misconduct); or (ii) bad faith failure to comply with any of its obligations set forth in this Agreement.

Nothing in this Agreement shall be construed to waive any immunities or defenses available to the District under applicable state or federal law, including but not limited to the California Government Claims Act.

c. **Outside Factors.** The Host acknowledges that some factors, including recruitment of Exchange Teachers with specified qualifications, Exchange Teacher acceptance of the position, and J-1 visa approval, are outside of IAG's control. The Host agrees that, notwithstanding anything else in this Agreement to the contrary, IAG will have no liability to the Host if IAG cannot timely fill the Positions or is otherwise unable to fulfill the IAG Obligations to the satisfaction of the Host.

#### 6. TERM AND TERMINATION

a. **Term.** This Agreement begins on the Effective Date and shall continue in effect until June 30, 2030. The Parties may extend this Agreement for similar terms in writing and signed by both Parties at any time.

before the expiration of any applicable term. Notwithstanding the foregoing, Sections 3, 4, 5, and 7 shall survive any expiration or termination of this Agreement.

**b. Termination for Convenience.**

- i. The Host shall have the right to terminate this Agreement at any time and for any reason upon giving thirty (30) days' written notice to IAG.
- ii. This Agreement may also be terminated in whole or in part, at any time, by mutual written consent of IAG and the Host.

**c. Termination for Cause.**

- i. IAG may terminate this Agreement at any time if the Host materially breaches this Agreement relating to the Services, IAG has notified the Host in writing of such failure, and such failure continues for a period of thirty (30) calendar days after the delivery to the Host of written notice of such material breach.
- ii. The Host may terminate this Agreement at any time if IAG materially breaches this Agreement relating to the Services, IAG has notified the Host in writing of such failure, and such failure continues for a period of thirty (30) calendar days after the delivery to the IAG of written notice of such material breach.
- iii. The Host shall have the right to terminate this Agreement for cause if IAG, or any designated J-1 sponsor affiliated with IAG (1) loses its designation as a State Department authorized J-1 sponsor; (2) fails to maintain compliance with applicable federal regulations governing the Program; or (3) otherwise becomes unable to lawfully sponsor or place Exchange Teachers under the Program.

**d. Effect of Termination.** The Parties acknowledge and agree that notwithstanding anything to the contrary contained in this Agreement or otherwise, all obligations of the Parties to provide Services hereunder shall immediately cease upon the expiration of the term for, or the date of termination of, such Service, provided however, that if at the time of the termination or expiration of this Agreement, any Exchange Teacher is filling a Position at the Host, the Parties will continue to cooperate in good faith to ensure that such Exchange Teacher can successfully complete their Program participation and Host will continue to make payments in accordance with Exhibit C until June 30, 2030. Upon termination of this Agreement, for any reasons or causes and by any Party, IAG has the right to move, without any consent by the Host, any Exchange Teachers placed with Host pursuant to this Agreement to another school district to allow the Exchange Teacher to successfully comply with the terms of the Program and the DS-2019 expiration date. The Parties agree to use commercially reasonable efforts to allow the successful completion of all Exchange Teachers programs, including the transfer of such Exchange Teachers to other hosts.

**e. Notification Clause.** The Parties acknowledge and agree that the harm caused by failing to provide timely notice of Termination is based on the need for IAG to find a new Host school, place the Exchange Teacher, and assist with travel and other accommodations for Exchange Teacher. Therefore, Host shall provide annual written notice by February 15 to IAG of any Exchange Teachers that the Host does not intend to renew and employ for the following school year. Notices shall be delivered by email to name person and list email in Section 7.1.

**f. Liquidated Damages.** Failure to provide a timely notice entitles IAG to recover the Administrative Fee Host would be required to pay IAG if Host had employed the Exchange Teacher the following year.

**7. GENERAL**

- a. Non-Circumvention/Non-Inducement of Exchange Teachers and J-1 Sponsors.** Host agrees

that IAG's business involves, among other activities, introducing, participating, effectuating, and consummating transactions with other parties in accordance with the J-1 regulations. In consideration of the foregoing, subject to the Termination provision set forth in Sections 6 , Host agrees and warrants that it and its Affiliates, for the duration of this Agreement plus two years following the expiration of this Agreement, shall not, directly or indirectly, interfere with, circumvent, attempt to circumvent, avoid or bypass IAG in regard to Exchange Teachers who were introduced to or placed at the Host School pursuant to this Agreement or obviate or interfere with the relationship of any third party and its contacts for the purpose of gaining any benefit, whether such benefit is monetary or otherwise with regard to said Exchange Teachers. Nothing within this Agreement shall affect, in any way, the Host's current employment relationship with any employees that are working for Host prior to or through the date of execution of this Agreement. Furthermore, the clause does not prevent the Host from utilizing other recruitment or placement agencies other than as indicated herein. Host's continued employment of its current employees who may be employed by the Host through work visas will not constitute a breach of this Agreement., even if such employees are reemployed after a break in service.

b. Subject to the Termination provision set forth in Sections 6.c and 6.f. above, Host stipulates, covenants, and agrees that during the Term of this Agreement and for two (2) years after the expiration or termination of this Agreement, Host, directly or indirectly, other than on behalf of IAG, without the prior, express, and written consent of IAG, will not induce any J-1 Sponsor issuing a DS-2019 to an Exchange Teacher pursuant to this Agreement to refrain from its obligations to IAG nor induce an Exchange Teacher that has a contract with IAG to be employed by Host outside of the terms and conditions of this Agreement. The Host acknowledges this restriction is fair and reasonable given the purpose of IAG's role in the cultural exchange program and the scope and territory of IAG's business. In the event of a breach of the provisions of this section, the parties acknowledge that actual damages to IAG cannot be ascertained with any certainty and therefore Host shall pay to IAG damages in the amount of 100% of IAG's expected administrative fees for the DS-2019 validity period for each Exchange Teacher indirectly or directly employed by the Host in breach of this provision. All current J-1 Visitors placed as a result of this Agreement may be transferred from Host if there is a breach of the non-inducement clause. Parties agree that this is fair and reasonable to protect the sanctity and intent of the J-1 Visa program.

c. Subject to the Termination provision set forth in Sections 6.c and 6.f. above, Host stipulates, covenants, and agrees that during the Term of this Agreement and for one year after the expiration or termination of this Agreement, to not sponsor the Exchange Teacher's change of status. If, during the validity period of the Exchange Teacher's DS-2019, the Host sponsors the Exchange Teachers change of status to H-1B or any other visa classification, then the Host shall pay a penalty fee of 25% of the Exchange Teacher's annual salary multiplied by the number of years remaining on the Exchange Teacher's DS-2019. For clarity, the number of years remaining includes the current year of the Exchange Teachers J-1 program. The fee becomes due as soon as the J-1 sponsor is notified by the Department of Homeland Security that the Exchange Teacher has changed status from J-1 to a new nonimmigrant or immigrant classification.

d. **Force Majeure**. No Party shall bear any responsibility or liability for any damages arising out of any delay, inability to perform, or interruption of its performance of its obligations under this Agreement due to any acts or omissions of the other Party hereto or for events beyond its reasonable control including, without limitation, acts of God, acts of governmental authorities, acts of the public enemy, or due to war, riot, flood, civil commotion, insurrection, pandemics, labor difficulty, severe or adverse weather conditions, lack of or shortage of electrical power, malfunctions of equipment or software programs, in each case that could not have been avoided through reasonable efforts by such Party. If any Party's performance of its obligations are subject to any failure or delay as the result of a force majeure event, such Party shall use its commercially reasonable efforts to end the failure or delay as soon as reasonably practicable and to minimize the effects of such event.

e. **Governing Law and Jurisdiction**: Any action or suit brought relating to this Agreement or the

Program must be commenced and maintained in the appropriate state court of California, located in Sonoma County, California, or a Federal district court located in Sonoma County, California, as applicable. The Parties irrevocably consent to jurisdiction and venue in such courts for such purposes and agree not to seek transfer or removal of any action commenced in any such court and agree that California law applies irrespective of any conflict of laws analysis. The Parties shall be responsible for their own attorney's fees and costs associated with any legal action.

f. **Relationship of the Parties.** IAG and the Host shall for all purposes be considered independent contractors with respect to each other, and neither shall be considered an employee, employer, agent, principal, fiduciary, partner, or joint ventures of the other.

g. **No Third-Party Beneficiaries.** This Agreement is for the sole benefit of the Parties hereto and their affiliates and their respective successors and permitted assigns and nothing herein, express or implied, is intended to or shall confer upon any other person any legal or equitable right, benefit, or remedy of any nature whatsoever, under or by reason of this Agreement.

h. **Assignment.** Neither party may not assign any of its rights or obligations hereunder without the prior written consent of the other party. This Agreement shall inure to the benefit of and be binding upon any successors or permitted assigns of the Parties.

i. **Entire Agreement; Amendment.** This Agreement constitutes the entire agreement between IAG and the Host with respect to the subject matter hereof. This Agreement shall not be amended, altered, or changed except by a written agreement signed by the Parties hereto.

j. **No Waiver.** No delay or omission on the part of either Party to this Agreement in requiring performance by the other Party or in exercising any right hereunder shall operate as a waiver of any provision hereof or of any right or rights hereunder, and the waiver, omission, or delay in requiring performance or exercising any right hereunder on any one occasion shall not be construed as a bar to or waiver of such performance or right, or of any right or remedy under this Agreement, at any future time.

k. **Notices.** All notices, requests, demands, claims, and other communications hereunder shall be in writing. Any notice, request, demand, claim, or other communication hereunder shall be deemed duly delivered four business days after it is sent by registered or certified mail, return receipt requested, postage prepaid, or one business day after it is sent for next business day delivery via a reputable nationwide overnight courier service, in each case to the intended recipient as set forth below:

If to IAG:

International Alliance Group, LLC 99 E  
Virginia Ave, Suite #120  
Phoenix, AZ 85004 Attn: Jason  
Hammond  
E-mail: [jason@iagusa.org](mailto:jason@iagusa.org)

If to HOST:

Santa Rosa City Schools  
110 Stony Point Road, Ste.  
210 Santa Rosa, CA 95401  
Attn: Dr. Vicki Zands  
E-mail: [vzands@srcs.k12.ca.us](mailto:vzands@srcs.k12.ca.us)

Any Party may give any notice, request, demand, claim, or other communication hereunder using any other means (including personal delivery, expedited courier, messenger service, facsimile, ordinary mail, or electronic mail), but no such notice, request, demand, claim, or other communication shall be deemed to have been duly given unless and until it actually is received by the Party for whom it is intended. Any Party may change the address to which notices, requests, demands, claims, and other communications hereunder are to be delivered by giving the other Party notice in the manner herein set forth.

l. **Section Headings**. Section headings are for descriptive purposes only and shall not control or alter the meaning of this Agreement.

m. **Severability**. If any provision of this Agreement shall for any reason be held illegal or unenforceable, such provision shall be deemed separable from the remaining provisions of this Agreement and shall in no way affect or impair the validity or enforceability of the remaining provisions of this Agreement.

n. **Counterparts**. This Agreement may be executed in two or more counterparts (including by facsimile or by an electronic scan delivered by electronic mail), each of which shall be deemed an original but all of which together shall be considered one and the same agreement and shall become effective when counterparts have been signed by each Party hereto and delivered to the other Party, it being understood that each Party need not sign the same counterpart. This Agreement may be executed and delivered by facsimile or by an electronic scan delivered by electronic mail.

o. **Official Language**: The Parties hereto agree that English is the governing language of this Agreement. This English version may be translated into another language for the convenience of the Parties. The Parties agree that if there were any discrepancy or controversy regarding the interpretation, content, or meaning of any of the provisions of this Agreement, the English version shall prevail.

p. **E-Verify**. Both Parties acknowledge that its state's laws may require them to register and participate with the E-Verify program (employment verification program administered by the United States Department of Homeland Security and the Social Security Administration or any successor program). Both Parties warrant that, when required by law, they have registered with and participate with E-Verify. If either Party later determines that the other non-compliant Party has not complied with E-Verify, it will notify the non-compliant Party by certified mail of the determination and of the right to appeal the determination.

q. **Non-Discrimination**. Both Parties agree to comply with all applicable provisions of state and federal laws and regulations, including the Americans with Disabilities Act and Executive Order 99-4, which is incorporated herein by reference, mandating nondiscrimination and requiring that all persons, regardless of race, religion, sex, age, national origin or political affiliation shall have equal access to employment opportunity.

r. **Cancellation**. IAG and the Host acknowledge that, if applicable, this Agreement is subject to cancellation by either Party pursuant to the provisions of Arizona Revised Statute § 38-511.

s. **Insurance**. At all times during the term of this Agreement, IAG shall maintain, in full force and effect, insurance with limits of liability of not less than two million dollars per occurrence and four million dollars annual aggregate and naming the Host as an additional insured.

t. **FERPA**. The parties, their employees, and agents shall comply with applicable Federal and state laws pertaining to the maintenance and disclosure of student records, including the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g ("FERPA").

IN WITNESS WHEREOF, the Host and IAG have duly executed this Agreement as of the day and year first above written.

**International Alliance Group, LLC**

Signed by:

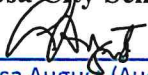
By: Jason D. Hammond  
0C7275096A3F48D...

Name: Jason D. Hammond Garcia

Title: President

Date: 8/4/2025

**Santa Rosa City Schools**

By:   
Lisa August (Aug 4, 2025 10:22:44 PDT)

Name: Lisa August

Title: Interim Superintendent

Date: \_\_\_\_\_

**Exhibit A-1**

**Host Responsibilities**

1. Employ Exchange Teachers in temporary, non-tenure position for the exchange period as agreed in the Employment Agreement and Letter of Intent to Hire and fulfill all contractual agreements made with Exchange Teachers.
2. Assign Program Exchange Teachers to full-time teaching positions in accredited K–12 classrooms, including prekindergarten language immersion programs, offered as regular courses of study by accredited primary schools. Compensation will be commensurate for similar proven experience and at the equivalent level as counterparts from the U.S. and according to the same duties, responsibilities, hours of employment (at least 32 hours per week), and compensation and in accordance with the written job offer. Pursuant to the J-1 regulations, the J-1 sponsor is required to terminate the Exchange Teacher's J-1 program if the Host or Exchange Teacher does not abide by this regulation.
3. Maintain Exchange Teachers direct supervision and guidance of Exchange Teachers and notify IAG immediately in the event of any issues or concerns with the Exchange Teacher.
4. Notify IAG of any changes in Exchange Teachers' employment status, known address, or any other problem that arises related to Exchange Teachers' health, safety, and welfare.
5. Treat Exchange Teachers equal to non-Exchange Teachers. Host will abide by state law of providing Exchange Teachers notice and due process when required. Host will provide IAG with written documentation detailing any issues or concerns with Exchange Teacher's performance and/or evaluation that results in any corrective action, an improvement plan, and/or termination.
6. Commit to providing Exchange Teachers with continuous and relevant professional learning opportunities throughout the duration of their employment that is commensurate to that which is provided to all new and continuing Teachers. Commit to developing a comprehensive plan to address any missed professional learning opportunities for Exchange Teachers arriving after the first day of school.
7. Agrees to seek assistance regarding the taxation of Exchange Teachers from the Host's own resources. IAG cannot provide tax advice to Hosts or Exchange Teachers. IAG recommends that Exchange Teachers and Hosts utilize Sprintax for assistance (<https://www.sprintax.com/>).
8. Agrees to embrace the cultural exchange spirit of the program and refrain from encouraging or supporting a change in the Exchange Teachers' nonimmigrant status to H-1B, O-1, or any other visa classification. The penalty for violating this obligation is found in Section 7.c.
9. Agrees to facilitate and encourage Exchange Teachers' participation in at least two cross-cultural activities per academic year and the cross-cultural component as part of the exchange.
10. Within 7 days of full execution of the Exchange Teacher contract, Host will provide IAG copies of any contract signed between the Exchange Teachers and the Host.
11. Per this Agreement, Host may not charge, seek reimbursement from, or cause the Exchange Teacher to pay for Full or Supplemental Coverage. Refrain from charging, seeking reimbursement for, and/or causing Exchange Teacher to pay any fee paid to IAG by Host. These fees include but are not limited to insurance payments, administrative fees, and any other payment made pursuant to this Agreement.
12. Provide IAG with written documentation detailing the circumstances of the Host's termination of an Exchange Teachers' employment in a timely manner.
13. Report any serious problem or controversy that could bring the Program, the Department, the EVP, or the IAG's exchange visitor program into notoriety or disrepute. Regulations require that this report be

made within one business day, as outlined in 22 CFR 62.13(d). Please use the Teacher Incident Report and email it to [Teacher\\_Physician@state.gov](mailto:Teacher_Physician@state.gov) and to IAG. An updated reporting rubric and a copy of the incident report template, as well as links to other relevant information are on the Teacher Sponsor Resource page: <https://j1visa.state.gov/teacher-resource-page>.

- 14. Pay any invoices for services rendered when delivered by IAG in compliance with this Agreement, a sample of such invoices is included as Exhibit E to this Agreement.
- 15. Abide by the Regulations found in 22 Code of Federal Regulations Part 62 governing the Exchange Visitor Program.
- 16. Provide the following information for IAG's Customer Success team:

District Contacts:	Name	Email	Phone:
Health Insurance Benefits Coordinator			
Payroll Coordinator			
Business Manager			
Other:			

**Exhibit A-2**

**IAG Responsibilities**

1. Support and work in partnership with the Host as an industry expert consultant.
2. Recruit candidates who meet requirements for J-1 visa and sponsorship by accredited agency and provide list of candidates to Host to review resume history, establish interviews, and hire for full-time employment on a J1 Visa for the Exchange Teacher Program via the U.S. Department of State.
3. Assist accredited sponsors with screening candidates for English language proficiency.
4. Guide and assist J1 Exchange Teachers through the J1 Visa throughout the entire process.
5. Ensure J1 Exchange Teacher's foreign transcripts are properly evaluated and assist with certification within Host's state.
6. In cooperation with the Host, assist Exchange Teacher with travel arrangements and airport pickup (as needed).
7. Work in cooperation with Host on recommendations in providing housing and transportation options and other living needs that fit the Exchange Teacher's personal and financial needs.
8. Assist Exchange Teacher with obtaining a Social Security Number.
9. Assist Exchange Teacher with obtaining a bank account.
10. Provide a preservice course before the arrival of Exchange Teachers to facilitate their acculturation into life in the United States.
11. Provide professional development, training, and/or orientation specifically designed for new Exchange Teachers, including but not limited to an overview of the program and significant components including cultural exchange, information on wages and any deductions from wages, information for housing and transportation, and ongoing mentoring.
12. In cooperation with the Host, assist with Cultural Immersion and Volunteer Resources.
13. Provide invoicing information in the J1 Exchange Teacher's first month of employment.
14. Deliver benefits assistance to J1 Exchange Teachers enrolled in IAG's provided insurance.
15. Be attentive and reachable to Host in support of the partnership.
16. Consider any transfer requests by the Host or the Exchange Teacher to a different program that will allow all Exchange Teachers to finish their programs.
17. Abide by the Regulations found in 22 Code of Federal Regulations Part 62 governing the Exchange Visitor Program.

**Exhibit B**  
**Positions**

The Host requests that IAG recruit [REDACTED] J-1 Exchange Teachers.

**Exhibit C**

**International Alliance Group Administrative and Insurance Fees**

The Host agrees to pay IAG the percentages designated below for each Exchange Teacher (or other listed employment group). Administrative Fees are based on the employee’s total annual compensation and invoiced annually following the Exchange Teacher’s (or other designated employee’s) first day of reported duty.

<b>Teacher Types</b>	<b>Administrative Fees</b>
PreK-12 FICA* Exempt Exchange Teachers	20%
PreK-12 FICA* Non-Exempt Exchange Teachers	16%
<b>Delayed Payment Penalty</b>	<b>Rate</b>
Paid any time 30 days after issuance	+12% annually, calculated daily

\*FICA - All wage income received in the USA is subject to three main types of tax: (1) federal income tax; (2) Social Security tax; and (3) Medicare tax. Social Security taxes and Medicare taxes are collectively called "FICA taxes." Persons in J-1 nonimmigrant status are exempt from FICA payments for the 1st and 2nd calendar year (Social Security 6.2% and Medicare 1.45% of teacher wages).

The FICA and Medicare years are on a calendar year, not a school year and start when the Exchange Teacher arrives in the U.S.

Example: Exchange Teachers arriving in School Year 2025 are exempt from FICA Deductions for the first two calendar years:

January-December 2025 is Calendar Year 1.

January-December 2026 is Calendar Year 2.

Starting January 1, 2027, they are in Calendar Year 3 and are no longer exempt from FICA deductions. The employer portion of FICA also begins when the FICA deductions commence for the Exchange Teachers.

If the Exchange Teachers are renewed for the third school year the Administrative Fee shall be reduced to the non-exempt Exchange Teachers’ rate of 16%.

**Teacher’s Contract Requirement**

Host is required to provide IAG a copy of the Exchange Teacher’s contract within seven days of execution. In the event a contract is not provided within the agreed timeframe, IAG reserves the right to invoice the Host based on the Host’s salary ladder.

**Early Termination or Resignation Refund**

The Host understands that in the event of the Exchange Teacher’s (or designated employee’s) termination or resignation, IAG will issue a refund that is prorated based on the duration of the Exchange Teacher’s (or designated employee’s) stay in the United States, less a \$1,000 non-refundable fee.

### **Insurance Requirement Fees**

IAG offers medical, dental, vision, life insurance and Employee Assistance Program (EAP) services as a package. IAG insurance meets the coverage requirements of the State Department regulation [22 C.F.R. §62.14](#). See Exhibit D for options. Host must offer Teacher the choice to enroll in Host or IAG insurance package coverage. In the event Teacher chooses IAG package coverage Host agrees to pay the cost of the insurance coverages. IAG will submit an invoice to Host that covers the annual fee the IAG package plan.

### **Late Arrival Requests**

Letters of intent issued after **July 1<sup>st</sup>** will incur an additional charge due to the added demands and expedient process needed for late-arriving J1 Exchange Teachers; the charge is \$1000.00 per teacher.

## Exhibit D

### **J-1 Exchange Teacher Insurance Requirements**

Host acknowledges that the Exchange Teacher must have appropriate medical and repatriation insurance while participating in a J-1 teacher exchange program in accordance with [22 C.F.R. §62.14](#).

Minimum coverage must provide ALL the following:

- Medical benefits of at least \$100,000 per accident or illness.
- Deductibles not to exceed \$500 per accident or illness.
- Repatriation of remains in the amount of \$25,000.
- Expenses associated with the medical evacuation of exchange visitors to his or her home country in the amount of \$50,000.

Failure by the Exchange Teacher to maintain continuous insurance coverage that meets above stated U.S. Department of State requirements is a violation of program regulations and may result in the termination of my Exchange Teacher's program.

To meet this requirement, IAG offers the following options on how to procure the necessary coverage required by law.

**Option 1: Exchange Teacher waives Host package coverage (medical, dental, vision, life, EAP) and is enrolled in IAG package coverage.** IAG will provide medical, dental, vision, life insurance and Employee Assistance Program (EAP) services as a package. IAG insurance meets the coverage requirements of the State Department regulation [22 C.F.R. §62.14](#). Host will be notified of the cost prior to the Exchange Teacher(s) arriving in the United States. If the Teacher waives Host package coverage, IAG will enroll Teacher in package coverage, then IAG will invoice Host for the annual cost of the policy and Host will pay that cost. IAG will invoice annually using the effective date of IAG insurance package coverage after Teacher's waiver of Host package coverage is confirmed.

**Option 2: Exchange Teacher chooses Host package coverage, IAG enrolls Teacher in Supplemental Coverage, Teacher pays IAG for cost of Supplemental Coverage.** Supplemental coverage will allow the Exchange Teacher to meet the minimum requirements as set forth in [22 C.F.R. §62.14](#). The Teacher will be required to pay IAG for this supplemental coverage.

An IAG representative will reach out to confirm if Teacher waived Host coverage. Per this Agreement, the Host will pay the cost of IAG Insurance. Host may not charge, seek reimbursement from, or cause the Exchange Teacher to pay for Full or Supplemental Coverage.

IAG is on a self-insured plan and takes on the risk and responsibility of paying employees' medical claims. As a result of taking on the risk and responsibility, IAG may utilize income from self-insurance for any lawful business purpose.