

ECC Corporate Sales Division
Single Course Agreement for Part-time Instructor

THIS AGREEMENT was entered into on [REDACTED], 2015 by ECC Corporate Relations Division (hereinafter referred to as "CRD") and [REDACTED] (hereinafter referred to as "Part-time Instructor"); Upon the execution of this Agreement, the Part-time Instructor shall engage in English language lessons (hereinafter referred to as the "Course") at a company, university or high school (hereinafter referred to as the "Client") in accordance with the CRD Employee Handbook and the CRD CONTRACT FOR PART-TIME EMPLOYEE. CRD compensates the Part-time Instructor for the actual hours of conducting the Course. In regard of the foregoing and the obligations hereunder, CRD and Part-time Instructor hereto agree as follows:

Article 1. Terms and Conditions of the Course

- I. The terms and conditions of the Course shall be as follows:
 - (a) Client name: [REDACTED]
 - (b) Course period: [REDACTED]
 - (c) Days and Time: **Friday 18:00-19:30**
 - (d) Total Instruction Hours: **90 minutes x 20 times = 30 hours**
 - (e) Location: **Akasaka**
 - (f) Payroll: Teaching: **3,500 yen x 30 hours = 105,000 yen**
Upon completion: **500 yen x 30 hours = 15,000 yen** (completion bonus)
 - (g) A detailed course agenda shall be attached to this Agreement for the instructor's official reference.
- II. The above course period may be subject to change due to unforeseeable conditions.
- III. CRD reserves the right to render this Agreement invalid as a result of negative feedback on the Part-time Instructor's performance from the Client in sub-article I (a) of Article 1 herein.
- IV. CRD reserves the right to render this Agreement invalid where Part-time Instructor has been served with a letter of probation for improper conduct or violation of Contract for Part-Time Employee, and Part-time Instructor again engages in such actions. In such cases CRD reserves the right to dismiss Part-time Instructor immediately without pay other than the portion that has already been accrued
- V. CRD reserves the right to render this Agreement invalid where Part-time Instructor absents from classes for his/her personal reasons without prior notice.
- VI. This Agreement shall be valid until the Part-time Instructor completes teaching the number of instruction hours specified in sub-article I (d) of Article 1 herein.
- VII. CRD reserves the right to terminate this Agreement where the Client cancels the course. In such cases CRD shall notify the instructor immediately after notification from Client.
- VIII. In addition to the above scheduled regular lessons, Part-time Instructor shall conduct lessons on the following dates and times: N/A