

### HAYES SOFTWARE SYSTEMS AGREES TO:

Hayes Software Systems agrees to provide a qualified training consultant (Instructor) and training materials. The training session(s) is intended to instruct participants in the use of the basic features of the software.

### THE HOST AGREES TO:

The Host agrees to provide a PC training lab. The lab should contain a computer for each participant and one for the Instructor that ideally is connected to a projection screen. The computers must have a high-speed Internet connection with Google Chrome. Each computer needs to have Adobe Acrobat Reader 9 or higher installed. The Host also agrees to have a computer technician available one hour prior to the beginning of the training session to provide assistance in configuring the computers.

**Class size is limited to 15 participants.** It is our experience that in classes of more than 15 participants, the quality of the training is affected. There will be a charge of \$100 per person for every participant over the limit of 15. Class size cannot exceed 20. Instruction will not begin if class size exceeds 20.

### OVERVIEW:

The Instructor will contact the Host at least one week prior to training to verify the location of the training and discuss any modifications to the training begin/end time or the content of the training. The session(s) may address:

- Create, Manage, & Reconcile Audits
- Best Practices for Conducting Audits
- Hands on Audit Practice
- Reports

### CANCELLATION POLICY & SENATE BILL 9:

**Cancellation or change in the training date(s) may result in billing. Cancellation within ten working days of the scheduled training will result in billing of fifty percent of the contracted arrangement or the amount reflected herein, in addition to any associated travel costs incurred due to a change in travel arrangements. Cancellation within two working days of the scheduled training will result in billing for the full amount of the training session(s).**

In July 2008, the requirements of Senate Bill 9 became effective. The Bill has further emphasized the necessity to assure the safety of students/staff on campuses and in school districts. While our trainers do not fall under the purview of this Bill, we believe it is our responsibility to assure you that we believe the safety of students/staff is important. We conduct a name based security check through the Texas Department of Public Safety on each of our trainers. All trainers have been cleared through this process.