

LETTER OF AGREEMENT

No. LFD/2022/03/1

THIS AGREEMENT is made the Eleventh day of March 2022

between INDONESIA AUSTRALIA LANGUAGE FOUNDATION (IALF), BALI

and UNIVERSITAS DIPONEGORO (UNDIP), SEMARANG

IT IS HEREBY AGREED THAT

IALF provides a series of 8 online workshops on the topic Academic Writing Skills for 15 students from UNDIP as follows:

1. The workshops will last for 2 hours and will be conducted over 2 weeks:

| | |
|-------------------------------------|-------------------|
| Workshop 1 - Tuesday 29 March 2022 | 10.00 – 12.00 WIB |
| Workshop 2 - Thursday 31 March 2022 | 10.00 – 12.00 WIB |
| Workshop 3 - Tuesday 5 April 2022 | 10.00 – 12.00 WIB |
| Workshop 4 - Thursday 7 April 2022 | 10.00 – 12.00 WIB |

The Workshop topics are:

Workshop 1: Planning Your Writing

Workshop 2: Organizing Your Ideas

Workshop 3: Getting Started with Writing

Workshop 4: Editing and Revising Your Work

2. The workshop facilitator is Mr. Mark Hinde.

3. The fee is as follows:

- 15 Students x Rp 490,000 = IDR 7,350,000 (including 2% tax PPh 23)

Total: IDR 7,350,000

4. Payment can be made in cash or by credit card or by direct payment in Indonesian Rupiah to the following bank account:

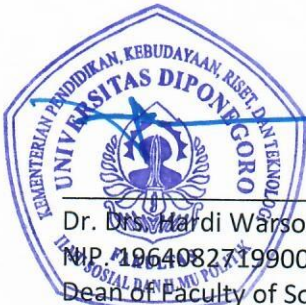
Account Name : **Indonesia Australia Language Foundation**
Account Number : **8000-7809-4900**
Currency : **IDR**
Bank Name : **CIMB NIAGA**
Bank Address : **Jl. M.H Thamrin No. 77 - Denpasar**
Bank Swift Code : **BNIAIDJA**

5. The total quoted fee (**IDR 7,203,000**) is net (excluding tax) to IALF Bali. The client (Universitas Diponegoro) will bear all costs resulting from the service according to relevant laws and regulations, such costs might include but are not limited to: taxes and bank charges, and other governmental impositions resulting from the purchase of the services.
6. IALF does not require the client (Universitas Diponegoro) to pay a deposit to confirm the use of the service. There will, however, be a cancellation fee of 10% of the full fee if notice of cancellation is given less than 1 week before the event.

IN WITNESS WHEREOF the parties have executed this Agreement.

SIGNED by

on behalf of IALF Bali by



Dr. Dwi Haradi Warsono M.T.
NIP. 196408271990011001
Dean of Faculty of Social and Political
Sciences
Universitas Diponegoro



Caroline Bentley
Ms. Caroline Bentley
Manager
IALF Bali