

**INTERNATIONAL INSTITUTE OF FAITH BASED COUNSELING
EXTENSION SCHOOL AGREEMENT**

PARTIES

This Agreement is made this _____ day of _____, 20____, by and between The International Institute of Faith Based Counseling (hereby named as "IIFBC"), a 501 (c)(3) non-profit religious organization (PO Box 20723 Beaumont, TX 77720-0723) and:

(Name of 501(c)(3) non-profit religious organization, hereby named as "IIFBC Extension School")

| | | | |
|---------|------|-------|-----|
| Address | City | State | Zip |
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| Phone | FAX | Email |
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IIFBC has created a Counselor Training Program consisting of 3 courses composed of 3 manuals with corresponding DVDs, hereafter referred to as Materials. IIFBC Extension School desires to offer IIFBC's Training Program as a part of its educational studies. In accordance with this Agreement, IIFBC grants to the IIFBC Extension School non-exclusive non-transferable permission to establish and operate as an IIFBC Extension School. An IIFBC Extension School has non-exclusive nontransferable permission to use the IIFBC™ name for the purpose of facilitating and operating an IIFBC Extension School. The IIFBC Extension School agrees to operate within all guidelines and requirements of this Agreement.

SCOPE OF IIFBC EXTENSION SCHOOL OFFERINGS

The IIFBC Extension School is allowed to offer or conduct IIFBC training only to its congregational members, parishioners, and affiliates through the use of IIFBC's Materials. The IIFBC Extension School is not allowed to offer or conduct group training at any location other than the location of the IIFBC Extension School as contained within this Extension School Agreement without written permission from IIFBC. Upon payment of a one-time setup fee of \$499, the IIFBC Extension School will receive one set of training DVD's (for group or individual presentation) for the three courses. Promotional materials and enrollment forms can be found at iifbc.com. The Materials (manuals and DVDs) are copyrighted and the IIFBC Extension School is not authorized to copy or duplicate any part of the Materials for any purpose. Upon successful completion of the Training Program, graduates will be awarded certificates and certifications by IIFBC, which will be mailed to the IIFBC Extension School.

TUITION / FEES

During the term of this Agreement, the IIFBC Extension School agrees to the following:

1. The setup fee to be an IIFBC Extension School is \$499.
2. The tuition per student per course is currently \$159, which includes student manual and certification upon successful completion. Board Certification is an additional \$49. IIFBC may change tuition rates from time to time.
3. The IIFBC Extension School will direct all students to register through IIFBC (phone, web site, or snail mail). **All checks and money orders are required to be made out to IIFBC and never to the Extension School or an individual. No cash is to be received for payment of tuition.** If the Extension School receives checks or money orders, the funds are to be submitted to IIFBC in a timely manner.
4. The IIFBC Extension School or the Facilitator (your option) will receive \$50 per course per student from the paid tuition. Funds to the IIFBC Extension School or Facilitator is paid once per month or after each class..
5. When funds are received for training/certification, IIFBC will ship the number of corresponding manuals in accordance to funds received. Manuals will not be sent for funds not received. The IIFBC Extension School is required to use the DVD's received at set-up for conducting the training.

IIFBC EXTENSION SCHOOL OBLIGATIONS

The IIFBC Extension School acknowledges that it is essential to the preservation of the integrity of IIFBC and that the IIFBC Extension School must maintain and adhere to the standards, procedures, and policies of IIFBC. IIFBC may amend those from time to time at the sole discretion of IIFBC. The IIFBC Extension School agrees to the following:

1. **The IIFBC Extension School must be a 501(c)(3) non-profit religious organization.**
2. The IIFBC Extension School Facilitator must be an IIFBC graduate and the authorized representative of the IIFBC Extension School.
3. IIFBC Extension School is not authorized to sell or give away Materials.
4. IIFBC Extension School is only authorized to facilitate a religious school in accordance with the laws of that particular state.
5. Only authorized IIFBC Enrollment Forms are to be used when registering students. Copies of the completed Enrollment Forms must be submitted to IIFBC in order for the student to receive their certificate or certification. No certificate or certifications will be issued when funds are outstanding or due IIFBC.
6. IIFBC Extension School shall make available at IIFBC's request, all financial statements and student records pertaining to the operation of the IIFBC Extension School.
7. IIFBC Extension School Facilitator shall not make any misrepresentations or demeaning remarks about IIFBC, any of its Materials, or counselor training methods.
8. IIFBC Extension School Facilitator must be an IIFBC Board Certified Faith-Based Clinical Counselor (All three courses) and be in good standing with IIFBC.
9. The IIFBC Extension School Facilitator is not an employee of IIFBC, but becomes an independent contractor of IIFBC if funds are paid to the Facilitator rather than the IIFBC Extension School.

10. In the event the IIFBC Extension School appoints a new Facilitator, the new Facilitator must be an IIFBC Board Certified Faith-Based Clinical Counselor (All three courses), or obtain as such within 90 days of being appointed. Written notice must be provided to IIFBC that a new Facilitator has been appointed, and should include address, phone numbers, and email.
11. The IIFBC Extension School Facilitator must notify IIFBC within 10 days of any change of physical address, mailing address, or email address of the School Facilitator or the IIFBC Extension School.
12. The IIFBC Extension School acknowledges that only students that have fulfilled IIFBC's requirements for certification will be reported to IIFBC for certification. Students should work through and answer the questionnaires in the back of the manuals and view the corresponding DVDs. Students are required to submit the exams (back of manual) to IIFBC (mail, fax, email).

LICENSED MARKS

The IIFBC Extension School agrees with IIFBC that:

1. An IIFBC Extension School shall not represent in any manner that it has acquired any ownership rights in the licensed marks, logos or trademark names by virtue of this Agreement or its use of the licensed marks, logos or trademark names.
2. The following words and or marks are trademarked by IIFBC or other third party entities:
 1. International Institute of Faith Based Counseling™
 2. IIFBC™
 3. Faith-Based Therapy™
 4. GOD14®
 5. The Wheel™
 6. MAP™
 7. SAP™
 8. Certified Christian Counselor™
 9. Certified Faith-based Clinical Counselor™

TERM

This Agreement shall take effect upon its execution by all parties. Provided the IIFBC Extension School is not in default under this Agreement or any other agreement with IIFBC, the IIFBC Extension School Agreement automatically renews for an additional year in accordance with IIFBC's current terms and conditions for granting renewals, which may include execution of a new or modified Agreement.

TERMINATION

Either party may terminate this Agreement by providing a 30 day written notice to the other party. In the event this Agreement is terminated, the IIFBC Extension School shall no longer use the IIFBC™ name, Materials, or provide training and must cease to operate as an IIFBC Extension School. The IIFBC Extension School must also pay all sums owed to IIFBC and/or

appropriate refunds to students. The IIFBC Extension School agrees to pay all expenses paid or incurred by IIFBC in attempting to collect fees and sums due and owed IIFBC pursuant to this Agreement. If the IIFBC Extension School is deemed in default, IIFBC may terminate this Agreement and all rights effective immediately upon the date IIFBC gives written notice of termination. The occurrence of one of the following events shall constitute an event of default and immediate termination of this Agreement by IIFBC:

1. Automatically if the 501(c)(3) non-profit religious organization under which the IIFBC Extension School operates becomes insolvent or ceases to exist.
2. If there are any false statements or reports made to IIFBC in connection with this Agreement.
3. If the IIFBC Extension School or Facilitator copies, duplicates, records, lends for use or review or duplication, transmits or otherwise reproduces any Materials, curriculum, manuals, or workbooks of IIFBC used by the IIFBC Extension School without IIFBC's prior written approval.
4. There is evidence of concealing, theft or mishandling of funds.

In the event of termination, the IIFBC Extension School must return to IIFBC all Materials, including all existing curriculum, manuals, videos, DVD's, disks, records, and confidential material. The IIFBC Extension School shall retain no copy or record of any of the foregoing with the exception of a copy of this Agreement and any correspondence between the parties. Upon request, a complete list of students and their respective contact information and documentation shall be provided to IIFBC. The IIFBC Extension School shall also cease to use in any manner whatsoever, any licensed marks, methods, procedures or techniques associated with IIFBC in which IIFBC has a proprietary right, title or interest. All rights to any compensation due the IIFBC Extension School or Facilitator shall immediately terminate upon the effective date of any termination or non-renewal of this Agreement and no further rights shall be granted.

INDEMNIFICATION

The IIFBC Extension School agrees to protect, defend, indemnify and hold IIFBC, its Facilitators, officers, employees, agents, parent corporation, subsidiaries, affiliated corporations, and divisions harmless from and against all claims, proceedings, damages, actions, profits, liabilities, judgments, penalties, liens, forfeitures, fines, costs, expenses, attorney's fees, and costs of settlement, and other losses, consequently, directly or indirectly incurred as a result of, arising out of, or connected with being an IIFBC Extension School or its offerings.

GOVERNING LAW

This Agreement is to be governed and interpreted in accordance with the internal laws of the state of Texas regardless of the dictates of Texas conflict of laws provisions. The parties hereby submit to the exclusive jurisdiction and venue of the Courts in Jefferson County, Texas.

ENTIRE AGREEMENT (6 pages with reporting form)

This Agreement contains the entire agreement between IIFBC and the IIFBC Extension School and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties. No modification of the terms of this Agreement shall be valid unless in writing and signed by an authorized officer of IIFBC.

In witness whereof, each of the undersigned has approved, agreed to and executed this Agreement between IIFBC and the aforementioned IIFBC Extension School 501(c)(3) non-profit religious organization under signature(s) and dates below.

- Documentation of classification as a IRS 501(c)(3) organization is attached or has been submitted.

IIFBC Official Representative

IIFBC Witness

Date

Date

Authorized representative of 501(c)(3) organization

Extension School Facilitator

Date

Date

INTERNATIONAL INSTITUTE OF FAITH BASED COUNSELING

P.O. Box 20723
Beaumont, TX 77720 - 0723

(Tel: 1-409-832-9060) (Email: info@iifbc.com) (Fax: 1-409-832-7224)

www.iifbc.com

International Institute of Faith Based Counseling™

Extension School Reporting Form

Page ____ of ____

P.O. Box 20723, Beaumont, TX 77720-0723 / Ph: (409) 832-9060 / Fax: (409) 832-7224 / Email: info@iifbc.com

Date: _____ Year 20____

(Ministry name, Facilitator's name, phone number, and email)

| Student Name (Last, First) | Course(s) completed for this class? Course Number #1, or #2, or #3 | TOTAL of: Tuition Rate \$159 x number of courses | TOTAL of: \$50 commission x number of courses | Enrollment form enclosed? Yes or No |
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| TOTALS | ----- | | | ----- |

Signature of IIFBC Extension School Facilitator

Best phone number to reach you and best day/time?