STUDY ABROAD FINANCE & ADMINISTRATION

# Independent Contractor Agreement – FOREIGN NATIONAL

This agreement, between the University of Washington (UW) and [name of independent contractor], sets out the terms and conditions by which [name of independent contractor] will be providing services to the [program name] in [program location] for [term and year].

*Contractor Information*

Name: [ ]

U.S. Citizenship Status: [For services performed completely outside the US: put N/A and note “all services to be provided outside of the US”]

Permanent Mailing Address: [ ]

Phone: [ ]

Email: [ ]

Corporate Status: [corporation, partnership, sole proprietor, not-for-profit]

*Scope of Services*

Start Date of Services: [ ]

End Date of Services: [ ]

[Detail the nature of services to be provided and how it benefits the program. Also include the location of where the services will be rendered]

*Department Contact Information*

Program Director Name: [ ]

Title/Dept: [ ]

Campus Address: [ ]

Phone: [ ]

Email: [ ]

*Service Fees and Payment Terms*

Payment will be rendered in accordance with UW payment policies, which allow for a deposit of up to 50% of total fees prior to services being rendered, with the balance of fees payable within 30 days following the completion of services as detailed in the scope of services above. In order to receive initial deposit by the start of program, this final signed agreement and an accompanying invoice with full banking details must be received by IPE Finance & Administration ([ipefa@uw.edu](mailto:ipefa@uw.edu)) at least 30 days in advance of start of services.

Amount: [specify USD or foreign currency]

In addition to the service fee above, UW will also be covering the following travel expenses associated with my service to the program: [detail types of expenses (meals, transportation, lodging, and corresponding amounts]

[Independent Contractor Signature and Date]

[Print Independent Contractor Name]

[Departmental Contact Signature and Date]

[Print Departmental Contact Name]