[DATE]

[NAMD & ADDRESS]

RE: HOLD HARMLESS AND INDEMNIFICATION AGREEMENT BETWEEN [NAME OF INSTITUTION] AND [PROGRAM NAME]

Whereas *[NAME OF INSTITUTION]* has contracted with *[PROGRAM NAME]* to:
(List contracted activities in detail. Eg. ♦ provide accommodations with a host family)

[PROGRAM NAME] agrees to indemnify and hold harmless *[NAME OF INSTITUTION]*, its officers, employees, servants, agents and assigns from and against any and all claims, demands, costs, losses, damages, actions, suits and legal proceedings however caused, brought or prosecuted in any manner that are based upon, occasioned by or attributable to any bodily injury to or death of a person or damage to or loss of property either caused by *[PROGRAM NAME],* its officers, employees, servants, members, agents and assigns, or arising out of or relating to the delivery and/or cancellation of the contracted activities as above pertaining to *[NAME OF INSTITUTION - COURSE NAME*]" course.

[PROGRAM NAME], agrees to maintain comprehensive third party liability insurance in an amount not less than $2,000,000 covering claims brought against *[NAME OF INSTITUTION]* for bodily injury to or death of a person or damage to or loss of property either caused by *[PROGRAM NAME],* or arising out of or relating to the delivery of services/programs pertaining to *"[NAME OF INSTITUTION - COURSE NAME*]" course. Proof of coverage shall be provided to *[NAME OF INSTITUTION]* upon request; such coverage shall not be cancelled or materially altered without thirty days prior notice to *[NAME OF INSTITUTION]* by the insurer.

_____   _____
     [PROGRAM EXECUTIVE]   Date
[PROGRAM EXECUTIVE TITLE]