



CONTRACT FOR SERVICES  
with the  
LETHBRIDGE COLLEGE

Contract BPO No. \_\_\_\_\_

NAME OF CONTRACTOR \_\_\_\_\_

WCB Coverage:    No    Yes    WCB# \_\_\_\_\_

Address \_\_\_\_\_

GST Reg. No. \_\_\_\_\_

Phone (Bus.) \_\_\_\_\_ (Res.) \_\_\_\_\_

Services to be provided are as follows: (include schedule of start and completion date and the detail expected)	Contract Fees
<b>Developmental Services</b> (including research, advisement, consultation, course/program/development)	
<b>Instructional Services</b> (include dates and length of program)	
<b>Miscellaneous Costs</b> (supplies, materials, travel)	
<b>Account Code(s)</b> _____	Subtotal
_____	No GST    GST    GST 5%
	<b>TOTAL</b>
<b>Payment Conditions</b> Payment to be on regular Accounts Payable cheque distribution schedule, following release of contract by appropriate Program Administrator. Contractor must issue invoice and reference contract number. Thirty day terms are assumed. Should the contractor be a non-resident of Canada and performing the contracted service in Canada, a 15% withholding tax will be assessed unless the contractor has a valid Regulation 105 Waiver from the Canada Revenue Agency. A copy of the approved waiver must be submitted to Lethbridge College.	

Terms and Conditions

- The contractor shall be an independent contractor subject to the following conditions:
  - The independent contractor with whom the fee for service contract is written is not an employee of the Lethbridge College for the purpose of the service specified. Independent Contractor/Employee Status Assessment form (available on the Forms directory) must be completed for contract completion.
  - The independent contractor shall receive the full contract fee specified without any deductions for income tax or for any other deductions made from College employees unless legislation should stipulate otherwise.
  - The independent contractor will not be eligible for any benefits made available to College employees.
  - Services provided under this contract will be subject to GST rules and regulations.
- The Lethbridge College requires the contractor to provide the services as indicated and financial accountability where stipulated. The Contractor may not commit the Lethbridge College to any financial liability unless the authority to do so is specifically expressed in this contract.
  - Where the performance of service(s) specified herein is considered by the Lethbridge College to be below acceptable standards or expectations, the Director/Dept. Head may cancel the contract for just cause. Services will be paid for on a prorata basis up to point of termination.
- The College may as a consequence of insufficient enrolment or other circumstances cancel the activity under contract. Where the Contractor's service(s) become redundant or unnecessary the contract may be terminated by the Director/Dept. Head. Should the foregoing take place prior to the commencement of the activity, the College has then no responsibility for payment of services unless specific written guarantees have been made, however, should termination take place after commencement of the activity the prorata payment for services up to the point of termination will be effective.

I hereby agree to provide the services set forth in accordance with the terms and conditions contained herein.

_____ Signature of Contractor	Date _____
<b>Accepted by the Lethbridge College</b>	
_____ Budget Officer	Date _____
_____ Dean/Director	Date _____
_____ Accounts Payable	Date _____