

**CONTRACT NAME: AGREEMENT BETWEEN TOTAL  
REGISTRATION, LLC AND DAVIS JOINT UNIFIED SCHOOL  
DISTRICT**

**BRIEF DESCRIPTION OF CONTRACT:** This agreement between Total Registration, LLC and DJUSD will allow Davis Senior High School students to register online for Advanced Placement tests using a customized registration form for DSHS. The service includes seating charts, pre-filled answer sheets, teacher rosters and email reminders.

The cost of the service is \$2,164 and will be paid by site discretionary funds.

## SERVICES AGREEMENT

SCHOOL NAME: Davis Senior HS (the "Customer")

SCHOOL ADDRESS: 315 W 14TH ST

CITY: Davis STATE: CA ZIP: 95616-1914 TELEPHONE: 530-757-5400 x107 FAX:

ADMINISTRATIVE CONTACT: Nikki LaVergne

EMAIL: [nlavergne@djUSD.net](mailto:nlavergne@djUSD.net)

CUSTOMER SIGNATURE (School): \_\_\_\_\_ DATE: \_\_\_\_\_

TOTAL REGISTRATION SIGNATURE: *NL* as General Manager \_\_\_\_\_

This Services Agreement (the "**Agreement**") is effective as of the date above (the "**Effective Date**"), between the Customer identified above and Total Registration, LLC, a Colorado limited liability company ("**TR**"). TR and Customer may be individually referred to as a "Party" and collectively referred to as the "Parties."

1. Registration Services. Subject to the terms and conditions of this Agreement, TR shall provide to Customer Registration Services for Advanced Placement Exams, including, but not limited to the Registration Site and Selling the Exams (the "**Services**").

- a. Start Date. TR shall commence the provision of the Services on December 9, 2016.
- b. Completion Date. TR shall complete the provision of the Services on 5/31/2017 (the "**Completion Date**").
- c. Key Dates. TR agrees to provide the following parts of the Services at the specific dates set out below:
  - December 9, 2016 – Customer can begin configuring the registration site
  - December 15, 2016 – Students can begin registration and paying exam fees online

2. Payment Services. Students will be purchasing their exams from TR. They can pay online with a credit or debit card or pay by mail with a personal check, cashier's check or money order. TR will properly receipt all payments, record payments and handle any necessary refunds.

3. Price.

The cost of the registration services is approximately \$2164.00 and will be calculated from the actual number of registrations, as outlined in the attached Sales Order.

The payment services cost 4.0% of the fees paid by students with a minimum fee of \$1.10 per transaction.

4. TR Purchases Exams From Customer. The Customer will choose whether to have TR purchase the exams from the Customer in the form of monthly checks or one check the end of May. If monthly checks are elected, checks will be mailed by the second Tuesday of the month following the month student payments were made. For example, February's check will contain payments made by students in January. Checks will contain payments made to TR, minus the 4.0% fee, minus a 10% reserve. The reserve is used for any necessary refunds with a final check being sent a week after the last exam. The final check will contain the reserve, minus any refunds, and minus the invoice for the registration services.

5. Confidentiality and Privacy. TR shall keep all student information collected strictly confidential. Student information shall only be disclosed by TR in limited situations where disclosure is required to comply with court orders, search warrants, and subpoenas and/or in cooperation with regulators and law enforcement authorities. TR shall also comply at all times with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99).

6. Enforcement. This Agreement shall be governed by and construed in accordance with the laws of California without regard to its conflict of law principles. The prevailing party in any legal proceeding related to this Agreement shall be entitled, in addition to such other relief as may be granted, to recover its reasonable attorney's fees and costs.

7. Entire Agreement. This Agreement contains the entire agreement between the Parties and supersedes any prior or contemporaneous written or oral agreements, representations and warranties between them respecting the subject matter hereof. If any term or provision of this Agreement shall be deemed to be invalid, unenforceable or void, the remainder of this Agreement shall remain in full force and effect. All amendments must be in writing.



# TOTAL REGISTRATION

5013 Eldorado Springs Dr.  
Boulder, CO 80303

Web- [www.TotalRegistration.net](http://www.TotalRegistration.net)  
Phone - 800-974-2187  
Email - [info@TotalRegistration.net](mailto:info@TotalRegistration.net)

Name/Address
Davis Senior High School Nikki LaVergne 315 W 14TH ST Davis, CA 95616-1914

Date	Sales Order #
Dec 5, 2016	2017-206

PO Number -

Item	Description	Qty	Cost	Total
AP Exam Service	0 - 500 exams	500	\$1.86	\$930.00
AP Exam Service	501 - 1000 exams)	500	\$1.60	\$800.00
AP Exam Service	1000+ exams	310	\$1.40	\$434.00
AP Exam Service	AP Exam Service - Subtotal			\$2,164.00
AP Payment Processing	PAYMENT PROCESSING OPTION 1 - TR can sell the AP exams to students at the time of registration (Students pay TR directly). This service costs 4% (\$1.10 minimum/transaction) of the fees collected. \$3.88/exam for \$97.00 exam (\$93.00 + \$4.00). Fee will be calculated from the actual transactions.	0	4.0 %	\$0.00
AP Payment Processing	PAYMENT PROCESSING OPTION 2- Cost to interface TR's AP service to payment processing (RevTrak, Authorize.net). Total Registration will interface with this to allow students to pay online at the time of registration.	0	\$655.00	\$0.00
<p>This is an estimate based on the number of exams provided. Invoices will be calculated from the actual number of registrations. Estimates are valid for 30 days.</p> <p>If you have any questions regarding this bid or payment processing, please do not hesitate to contact us.</p> <p>Thank you for looking into Total Registration. We look forward to helping you streamline the registration process.</p>				
We look forward to streamlining your AP registration process			Total \$2,164.00	

Phone #	Fax #	E-mail	Web Site	EIN/Tax ID
800-974-2187	800-974-5317	<a href="mailto:info@TotalRegistration.net">info@TotalRegistration.net</a>	<a href="http://www.TotalRegistration.net">www.TotalRegistration.net</a>	26-0305369