

## Example of a Student Exchange Program Agreement

**A STUDENT EXCHANGE PROGRAM AGREEMENT**  
**BETWEEN**  
**THE UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN, USA**  
**AND**  
**[NAME OF PARTNER INSTITUTION]**  
**IN**  
**[CITY AND COUNTRY OF PARTNER INSTITUTION]**

This Student Exchange Program Agreement ("Agreement") is between The Board of Trustees of the University of Illinois, acting through its Urbana-Champaign campus in Urbana, Illinois, U.S.A on behalf of its [name of requesting/sponsoring academic or administrative unit] ("ILLINOIS"), and [name of partner institution], in [city and country of partner institution] ("[ABBR. NAME]"). The purpose of this Agreement is to promote and guide the ongoing exchange of students between the institutions.

### **ARTICLE 1: DEFINITIONS**

- 1.1 Unless otherwise specified in article 2 (Numbers) below, "Exchange" means a one-for-one exchange of students between the institutions.
- 1.2 "Home Institution" means the institution from which the student intends to graduate.
- 1.3 "Host Institution" means the institution that has agreed to receive the students from the Home Institution.

### **ARTICLE 2: NUMBERS**

- 2.1 Beginning with the 2011-2012 academic year, and in each subsequent academic year, If ILLINOIS may send up to [number] Exchange Students to [ABBR. NAME], and [ABBR. NAME] may send up to [number] Exchange Students to ILLINOIS.
- 2.2 ILLINOIS and [ABBR. NAME] will review the program annually for any imbalances in the number of students exchanged and will adjust the numbers the following year to maintain a balance- By December 15 of each year, the administrators of this exchange for each institution will agree upon the number of allotted exchange space on each side for the upcoming academic year.
- 2.3 To determine balance, the institutions will use a person-per-semester formula so that two students attending the Host Institution for one semester equals one student attending the Host Institution for one academic year.

### **ARTICLE 3: NOMINATION OF PARTICIPANTS AND ENROLLMENT**

- 3.1 Each institution, as Home Institution, will accept applications from its student, to participate in the, Exchange, will screen the applications as it deems appropriate and will nominate the appropriate number of students for Exchange.
- 3.2 Each Home Institution will send to the Host Institution the applications for the nominated students by a date to be determined by the Host Institution. At ILLINOIS, unless otherwise agreed upon by both parties, applications for incoming students proposing to attend ILLINOIS during the fall semester (roughly mid-August through mid-December of each year) must be received no later than April 1; applications for students proposing to attend ILLINOIS during the spring semester (roughly mid-January through mid-May of each year) must be received no later than September 1. The Host Institution shall have the right to make final judgments on the admissibility of each student nominated.
- 3.3 The Home Institution will make sure that its nominees for students: (a) satisfy the language proficiency requirement for admission or take appropriate language instruction prior to the beginning of their academic program, as determined by the Host Institution; and (b) have completed at least one year of continuous study at the Home Institution before the exchange year.
- 3.4 The Host Institution will permit the students to apply to any academic program offered at the Host Institution as full-time, non-degree students, at a level determined by the Host Institution. The Host Institution may exclude students from restricted enrollment programs. Incoming students may not have access to courses in high demand at the Host Institution because enrollment priority is given to degree seeking students. The study abroad administrators at each institution shall endeavor to inform their counterparts as to which specific academic programs or particular courses are likely to be unavailable to incoming students in any given semester.
- 3.5 The Home Institution will evaluate coursework completed by each student at the Host Institution and determine the type and amount of academic credit earned by the student, in accordance with the policies, procedures and regulations of the Home Institution.
- 3.6 Each Home Institution shall advise its student, that they must return to the Home Institution upon completion of the Exchange period and in accordance with their visa status and expiration date. Any extension of stay beyond the initial program period must be approved by both institutions and supported by the necessary extension of the student visa status.
- 3.7 Students wishing to pursue undergraduate or graduate degrees at the Host Institution must first return to their Home Institution and apply for admission as degree-seeking students under the standard international admissions application process.

3.8 The institutions will cooperate to inform the students that they must abide by all policies, rules and regulations of the Host Institution and all relevant laws.

#### **ARTICLE 4: RESPONSIBILITIES OF ILLINOIS**

4.1 ILLINOIS will accept the prescribed number of [ABBR. NAME] students and will enroll them as full-time non-degree students for one or two regular semesters of the academic year (roughly late August to mid-December and/or mid-January to mid-May).

4.2 ILLINOIS will provide [ABBR. NAME] students with tuition and partial fee waivers.

4.3 ILLINOIS will provide the appropriate counseling and other assistance to [ABBR. NAME] students and will assist in finding housing in ILLINOIS-approved residence halls.

4.4 ILLINOIS will send the student's official transcript of credits to [ABBR. NAME] at the end of the student's academic program at ILLINOIS, after receiving the student's written consent and payment in full of any outstanding charges on the student's account.

#### **ARTICLE 5: RESPONSIBILITIES OF [ABBR. NAME]**

5.1 [ABBR. NAME] will accept the prescribed number of ILLINOIS students and will enroll them as full-time, non-degree students for the regular semesters of the academic year (roughly September 1 to July 1).

5.2 [ABBR. NAME] will provide the ILLINOIS students with tuition and partial fee waivers.

5.3 [ABBR. NAME] will provide the appropriate counseling and other assistance to the ILLINOIS students and will assist them in finding appropriate housing in residence halls, apartments, or private homes.

5.4 [ABBR. NAME] will send the student's official transcript of credits to ILLINOIS at the end of the student's academic program at [ABBR. NAME], after receiving payment in full of any outstanding charges on the student's account.

#### **ARTICLE 6: FINANCE AND SERVICES**

6.1 The Home Institution will require exchange students to register and to pay tuition and other required fees at their Home Institutions.

6.2 Each Host Institution will provide tuition and service fee waivers for the visiting students. The Host Institution also will provide to the Home Institution the necessary documents for obtaining visas.

6.3 [ABBR. NAME] will not disburse U.S. Federal Student Aid ("financial aid") to ILLINOIS students participating in the Program. ILLINOIS will process and disburse all financial aid for ILLINOIS students. ILLINOIS will maintain all records necessary to document student eligibility and receipt of financial aid.

6.4 The Host Institutions will not be responsible for the following costs incurred by Exchange students:

6.4.1 transportation to and from the Host Institution

6.4.2 room and board expenses

6.4.3 textbooks, clothing, and personal expenses

6.4.4 student fees at the Host institution, including adequate health insurance coverage, which are not included in the standard tuition and fee waiver. Each institution will disclose to the other all non-waived fees for the subsequent academic year as soon as these fees are set by the Host Institution and made public

6.4.5 passport and visa costs

6.4.6 all other debts incurred during the course of the year

#### **ARTICLE 7: DURATION**

This Agreement shall remain in force for five years from the date of the last signature, with the understanding that it may be terminated by either institution providing 60 days' advance written notice to the other. Students participating in this exchange at the time of the intended termination will be permitted to complete the agreed upon exchange period at the Host Institution.

#### **ARTICLE 8: GENERAL MATTERS**

8.1 USE OF NAMES. Except in promoting the Exchange, neither institution may use the name of the other in any form of advertising or publicity without express written permission. Each institution must seek permission from the other by submitting the proposed use, well in advance of any deadline, to the liaison officers designated in Article 8.4 below.

8.2 AMENDMENTS. The institutions may amend this Agreement only in a writing signed by each institution's authorized signatory.

8.3 COUNTERPARTS. The institutions may sign this Agreement in counterparts, all of which together constitute the complete Agreement. A facsimile or PDF copy of a signature of a party hereto shall have the same effect and validity as an original signature.

8.4 NOTICES. Any notice given under this Agreement must be in writing and will be effective upon receipt evidenced by: (a) confirmed facsimile transmission; (b) return receipt of postage prepaid registered or certified mail; or (c) delivery confirmation by commercial overnight carrier. All communications will be sent to the addresses set forth below or to such other address designated by the parties by written notice to the other:

ILLINOIS: [liaison officer/sponsoring unit name]  
[campus address]  
university of Illinois at Urbana-Champaign  
[street address]  
[city, state, zip]  
USA  
Tel: [217-###-####]  
Fax: [217-###-####]  
email: [liaison officer email address]

**[ABBR. NAME]:** [liaison officer/sponsoring unit name]  
[address line 1]  
[address line 2]  
[address line 3]  
[city, state/province, postal code as appropriate]  
[country]  
Tel: [###-####]  
Fax: [###-####]  
email: [liaison officer email address]

8.5 AUTHORIZED SIGNATORIES. Each institution represents that the individuals signing this Agreement have the authority to sign in the capacity indicated.

FOR THE UNIVERSITY OF ILLINOIS  
AT URBANA-CHAMPAIGN

FOR [NAME OF PARTNER INSTITUTION]

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Robert A. Easter, Interim Chancellor  
[title]

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[name of partner signatory],

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Wolfgang Scholar,

Interim Associate Provost for International Affairs

Date: \_\_\_\_\_

FOR THE BOARD OF TRUSTEES

OF THE UNIVERSITY OF ILLINOIS

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Walter K.Knorr, Comptroller

Date: \_\_\_\_\_