

# STUDENT EXCHANGE AGREEMENT

## I. PROGRAM OBJECTIVES


- A. In recognition of the mutual benefits of scholastic interaction between them, and in the spirit of mutual cooperation and understanding,


The City University of New York (“CUNY”), located at 535 East 80th Street, New York, New York 10021, United States of America, on behalf of \_\_\_\_\_ College, an educational unit of CUNY

and


\_\_\_\_\_ (“\_\_\_\_\_”) located at \_\_\_\_\_,

agree to this international affiliation agreement (“Agreement”) for the purpose of exchanging students (“Exchange Students”).

- B. For the purposes of this Agreement, the party sending students shall be referred to as the “Home Institution.” 

- C. For the purposes of this Agreement, the party receiving students shall be referred to as the “Host Institution.” 

## II. ACADEMIC PROGRAM

- A. The program of study covered by this Agreement is described as follows: 

\_\_\_\_\_  
\_\_\_\_\_ (the “Program”).

- B. At least ninety (90) days prior to the commencement of each academic term that this Agreement is in effect, the parties will establish the courses to be offered, the exact program dates and other details pertinent to the Program.

- C. At least ninety (90) days prior to the commencement of each academic term, the parties will exchange course schedules including instructors, locations, dates and times.

- D. The parties will guarantee spaces in agreed-upon courses for Exchange Students. 

- E. The Home Institution of each Exchange Student will approve the course of study to be undertaken at the Host Institution prior to departure of the Exchange Student.

- F. No later than two (2) weeks after the end of each academic term, the Host Institution will forward a record of the courses and grades received by each Exchange Student to the Home Institution.

- G. The Home Institution will maintain final responsibility for the awarding of grades and for establishing the requirements for matriculation, promotion and graduation of Exchange Students. The Home Institution will maintain all academic records and issue transcripts in accordance with its policies.

### **III. ADMINISTRATION OF PROGRAM**

- A. Each party will appoint a director who will be responsible for the coordination and administration of the Program (“Director”).
- B. The Directors will conduct regular reviews of the Program in order to make such modifications as may be required and to identify new opportunities for cooperation in scholarship and research.
- C. The Directors or other designees of the parties will be responsible for regular supervision of the Exchange Students.
- D. Faculty and/or administrators from the Home Institution may make periodic on-site visitations to the Host Institution.
- E. The Host Institution will provide student support services and academic counseling for all Exchange Students. Such services and counseling will be comparable to those normally provided to its own students of the same academic level in the department to which a particular Exchange Student is assigned.
- F. The Home Institution will publicize the Program on its campus.
- G. The Home Institution will provide registration services for Exchange Students, including financial aid counseling, as appropriate.
- H. The Home Institution will provide pre-departure orientation for Exchange Students.

### **IV. EXCHANGE STUDENTS**

- A. The anticipated enrollment pursuant to this Agreement is \_\_\_\_\_ ( ) Exchange Students per institution, per academic term.
- B. The parties will determine the number of Exchange Students each term based on the availability of openings and the number of qualified applicants interested in participating in the Program.



- C. No later than ninety (90) days before the start of each academic term, the parties will exchange lists of students nominated for participation in the Program for the upcoming academic term. The parties will attach academic records of the nominated students.
- D. The Host Institution reserves the right to approve such nominated students. The parties will exchange final lists of Exchange Students no later than thirty (30) days before the start of the academic term.
- E. Eligibility requirements for Exchange Students are as follows:
- F. Exchange Students shall have the same privileges and shall enjoy the same medical, sports and other amenities as other students enrolled at the Host Institution.
- G. Exchange Students shall be subject to the policies, rules and regulations of the Host Institution.

## V. PROGRAM FACULTY



- A. The Host Institution will provide faculty for the Program, who shall be employees of the Host Institution.
- B. Such faculty will be fully qualified in all respects according to the standards of the Host Institution.
- C. The Host Institution will submit faculty credentials to the Home Institution prior to the beginning of each academic year.
- D. In no event shall such faculty be considered agents, employees or representatives of the Home Institution.

## VI. TUITION

- A. The Home Institution shall pay tuition and fees on behalf of the Study Abroad Students to the Host Institution as listed in Exhibit A. The Study Abroad Students will pay the tuition and fees set forth in Exhibit A.
- B. The parties will establish procedures and timetables for timely transfers of funds.
- C. All tuition, fees and other charges are subject to modification.

**VII. EXPENSES OF EXCHANGE STUDENTS**

The Host Institution will assist Exchange Students in finding appropriate housing accommodations. However, Exchange Students will be responsible for paying all costs of room, board, travel and other miscellaneous expenses.

**VIII. HEALTH INSURANCE**

- A. Before an Exchange Student's departure from the country where the Home Institution is located, the Home Institution will require such Exchange Student to have medical insurance or equivalent access to medical services valid for use both while traveling to and from the Host Institution and while studying at the Host Institution, to cover the Exchange Student during the entire period of his/her participation in the Program. Costs for such services shall be borne by the Exchange Student.
- B. The Host Institution agrees to make emergency medical services available to each Exchange Student. Any costs for such services shall be borne by the Exchange Student receiving such services.

**IX. MODIFICATIONS**

The terms of this Agreement may be modified by mutual written consent at any time.

**X. TERM**

- A. The initial term of this Agreement shall be for one year from \_\_\_\_\_, 200\_\_ to \_\_\_\_\_, 200\_\_.
- B. Either party shall have the option to extend the term of this Agreement for up to two (2) additional terms of two (2) academic years each. The party desiring the extension will give written notice of its intention to so extend the term of the Agreement at least ninety (90) calendar days prior to the end of the then-current term.
- C. Any Exchange Student whose agreed upon program of study extends beyond the termination date proposed shall be allowed to complete his or her program of study.

*[continued on following page]*

**XI. AUTHORIZATION**

The persons executing this Agreement on behalf of \_\_\_\_\_ and \_\_\_\_\_  
College of CUNY represent that they are duly authorized to do so.

\_\_\_\_\_.

By: \_\_\_\_\_

Signature

\_\_\_\_\_

Print Name

\_\_\_\_\_

Print Title

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



Approved as to form

The City University of New York  
on behalf of \_\_\_\_\_ College

By: \_\_\_\_\_

Signature

\_\_\_\_\_

Print Name

\_\_\_\_\_

Print Title

\_\_\_\_\_

CUNY Office of General Counsel

\_\_\_\_\_

Date

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

Exhibit A

The Home Institution shall pay tuition and fees on behalf of the Study Abroad Students to the Host Institution as follows:

The Study Abroad Students will pay to the Home Institution the tuition and fees set forth below: