

STUDY ABROAD 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 study abroad agreement ("Agreement") for the purpose of hosting CUNY students ("Study Abroad 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:
_____ ("Program").
- B. At least _____ () 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. The Host Institution will guarantee space in the Program for the Study Abroad Students.
- D. The Home stitution of each Study Abroad Student will approve the course of study to be undertaken at the Host Institution prior to departure of the Study Abroad Student.
- E. No later than two (2) weeks after the end of each academic term that this Agreement is in effect, the Host Institution will forward a record of the courses and grades received by each Study Abroad Student to the Home Institution.
- F. The Home Institution will maintain final responsibility for the awarding of grades and for establishing the requirements for matriculation, promotion and graduation of

Study Abroad 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. Faculty and/or administrators from the Home Institution may make periodic on-site visitations to the Host Institution.
- C. The Directors or other designees of the parties will be responsible for regular supervision of the Study Abroad Students.
- D. The Host Institution will provide student support services and academic counseling for all Study Abroad 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 student is assigned.
- E. The Home Institution will publicize the Program on its campus.
- F. The Home Institution will provide registration services for Study Abroad Students, including financial aid counseling and services as appropriate.
- G. The Home Institution will provide pre-departure orientation for Study Abroad Students.

IV. STUDY ABROAD STUDENTS

- A. The anticipated enrollment pursuant to this Agreement is _____ () Study Abroad Students per academic year, with ___ students participating in the fall and spring semesters and ___ students participating in the winter session, and ___ students participating in the summer session(s).
- B. The parties will determine the number of Study Abroad Students each academic year based on the availability of openings and the number of qualified applicants interested in participating in the Program.
- C. The Home Institution will provide the Host Institution with a list of students nominated for participation in the Program for the upcoming academic year. The Host Institution reserves the right to approve such nominated students. The parties will agree on a final list of Study Abroad Students no later than ___ days before the start of the academic year.

- D. Eligibility requirements for Study Abroad Students are as follows:
- E. Study Abroad Students shall have the same privileges and shall enjoy the same medical, sports and other amenities as other students enrolled at the Host Institution.
- F. Study Abroad Students shall be subject to the policies, rules and regulations of the Host Institution.

V. 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 CUNY tuition, fees and charges are subject to modification.

VI. EXPENSES OF STUDY ABROAD STUDENTS

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

VII. HEALTH INSURANCE

- A. Before a Study Abroad Student's departure from the country where the Home Institution is located, the Home Institution will require the Study Abroad 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 Study Abroad Student during the entire period of his/her participation in the Program. Costs for such services shall be borne by the Study Abroad Student.
- B. The Host Institution agrees to make emergency medical services available to each Study Abroad Student. Any costs for such services shall be borne by the Study Abroad Student receiving such services.

VIII. MODIFICATIONS

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

IX. 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 Study Abroad 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]

X. 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: