

Logo

For

Partner

## Student Exchange Agreement

between

**\_\_\_\_\_\_\_\_\_\_\_\_\_(College)\_\_\_\_\_\_\_\_\_\_\_\_\_, University of Cincinnati**

and

**\_\_\_\_(college or program)\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_(partner institution)\_\_\_\_\_\_\_\_\_\_\_\_**

This Student Exchange Agreement (hereafter referred to as this “Agreement”) is made by and between the University of Cincinnati, a public university of the State of Ohio, United States, on behalf of its College of \_\_\_\_\_\_\_\_\_\_\_ (“UC”) and \_\_(partner institution) \_\_\_, hereinafter referred to as “\_\_”, each an “Institution” and collectively the “Institutions.”

Whereas, the Institutions have expressed mutual intent to facilitate collaboration and cooperation in areas of mutual interest by executing an institutional collaboration agreement in 20\_\_\_;

Whereas, the Institutions have a mutual interest in exchanging students;

Now, therefore, the Institutions agree as follows:

### Incorporation of ICA

This Agreement incorporates the terms and conditions of the ICA by reference. In the event of a conflict between this Agreement and the ICA, the terms of this Agreement shall control.

# Statement of Activity This Agreement sets out the framework for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ between the Institutions for a \_\_\_\_-year period. Either Institution may terminate this Agreement upon six months’ prior written notice.

### Managing the Exchange

**1. Selection and Approval.** Each institution will screen exchange student applicants in an appropriate manner, and recommend the most suitable to the partner institution, at least four months prior to their arrival on campus (but see “Housing” below). Recommendations must include the name of the intending exchange student, a proposed course of study, and a transcript. Both the students and the course of study need to be approved, in advance, by both institutions. Coordinators may ask for additional information at any time.

**2. Tuition.** Exchange students at partner institutions do not have to pay tuition to the partner institution; they will pay their home institution’s tuition. UC exchange students will not have to pay either the General Fee or the Technology fee while they are abroad.

**3. UC International Student Fee.** All international exchange students are required to pay the UC International Student Fee. The fee is $150 per semester ($300 per year). This fee covers the costs associated with U.S. government compliance, orientation and the mandatory health screening.

**4. Other Fees.** Exchange students may, however, be required to pay certain other fees (e.g., lab fees). A list of these will be sent to the Coordinator on each campus before applications are approved.

**5. Health Insurance.** Exchange students coming to UC will be required to have UC health insurance. Outbound UC students will be required to have adequate insurance, as defined by the UC Coordinator in consultation with his/her counterpart at the host institution. In either case, exchange students will be responsible for the cost of required insurance.

**6. Financial Aid.** Exchange students under this agreement are not normally eligible for any financial aid from their host institutions. Any exceptions to this policy should be made clear to the respective Coordinators as early as possible.

**7. Other Student Expenses.** Exchange students under this agreement will be expected to pay the costs of visas, accommodations, travel, books, equipment, food, living expenses, and other incidental expenses at the host institution. Coordinators should exchange information about such costs at each institution before exchanges occur.

**8. Housing.** The host institution will provide reasonable assistance to exchange students to help them find suitable housing. However, housing cannot be guaranteed for students. Students coming to UC for the Fall Term should apply for housing no later than the preceding January. Those coming for other terms should apply no later than four months prior to arrival. Coordinators should exchange information about housing availability, procedures, and costs before exchanges begin.

**9. Student Status.** Exchange students will be accorded the normal privileges that other students at the host institution have, and will be subject to the same rules and regulations as all students. Coordinators are responsible for exchanging information in advance about student privileges and obligations.

**10. Transcripts.** Exchange students will be provided with a transcript from the partner university within two months of completing their exchange program.

**11. Course Loads.** This exchange arrangement is intended for students planning to study for no more than two semesters at the host institution. It is not intended for students seeking a degree. While at the partner institution, students will normally be expected to take a full academic course load. Any exceptions to these rules must be in writing.

**12. Advising.** Exchange students will be provided with an advisor while at the partner institution. Coordinators should provide this information before an exchange begins.

**13. Termination.** Any student’s exchange can be terminated by the partner institution if, in the opinion of the Coordinator, the student is not making acceptable progress, is not fulfilling the requirements of the exchange, or has contravened the institution’s disciplinary code.

**14. Reciprocity.** The exchange program is intended to be balanced and reciprocal over the life of the agreement. The period of exchange will not exceed two semesters, and it is not for purposes of obtaining a degree at the host institution. Upon completion, students are expected to return to their home institution.

### Contact Information for Coordinators

**University of Cincinnati**

Ryan Meyer

3134 Edwards One

PO Box 210640

University of Cincinnati

Cincinnati, OH, 45221-0640

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E-mail: [ryan.meyer@uc.edu](mailto:ryan.meyer@uc.edu).

**Partner Institution**

Name of Coordinator

Street # and Name

Additional Specific Location Information

City, (Province or district if applicable)

Postal Code

Country

Tel:

Fax:

Email for above coordinator

### Signatories

For the **University of Cincinnati**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature*

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: Assistant Contracting Officer

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature*

**Name:** Anne Sheridan Fugard

Title: Executive Director, International Programs

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*Signature*

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: Dean

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### For partner institution

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature*

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*Signature*

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*Signature*

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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