

STUDENT EXCHANGE AGREEMENT

Between

**UNIVERSITY OF THE FRASER VALLEY
Abbotsford, Canada**

And

<<INSTITUTION>>

The purpose of this Agreement is to allow for the exchange of undergraduate students between the University of the Fraser Valley (“UFV”) and <<INSTITUTION>> (“ ”) that may result in new cultural and intellectual explorations and a broadening of academic, professional, and cultural perspectives of the students of both universities. UFV and the <<INSTITUTION>> share the conviction that such exchanges contribute to international understanding and friendship and promote global awareness among exchange students from the participating institutions.

1. Exchange Coordinator

Each party to the agreement will appoint an officer who will be responsible for the coordination and administration of the exchange, including the selection and counseling of the exchange participants.

2. Number of Students to be Exchanged

Each university will accept up to <<NUMBER>> exchange students each year. Both institutions will review the program annually to ensure a balance in the number of exchanged students. Two one-semester students will be counted as the equivalent of one full-year student. An extension of stay for an exchange student at the host institution must be mutually approved by both the home institution and the host institution. The exchange covers the cost of tuition and ancillary fees at both institutions. An increase in the number of exchange students accepted in any academic year can be adjusted with the approval of the host university.

3. Placement in the Host University

Students will be placed in undergraduate courses at each institution. However, they will be considered “non-status” exchange students in that they will not have been admitted to a degree or other credential program at the host institution. Where there are prerequisite requirements for particular courses students will normally be required to meet those prerequisites. However, prerequisite requirements can be waived or modified by the Department Head/Dean when it is determined by the host institution that students have had similar preparation or experience at their home institution. Host institutions will not be expected to place exchange students in courses if their enrollment would exceed class maximums. All students placed will be given full-time registration status at the host institution and accorded all rights and privileges commensurate with this status. Full-time registration status is determined by the host institution.

4. Language Preparation

Where students will be studying abroad in the language of their program at their home institution, no special language provisions will be required -- providing students are recommended for study in that language by the study abroad coordinator of their home institution. For UFV this would mean that the incoming student would fall under UFV's English Language Continuance Policy.

If a student is studying abroad at a host institution in a language other than his/her program at the home institution, the language policies of the host institution will apply.

5. Student Eligibility and Application to Host University

The Exchange Coordinator at each institution, acting after consultation with the appropriate academic unit, will be responsible for the selection of suitable nominees for exchange. It is understood that the Coordinator will nominate students who are both academically and personally suitable for exchange abroad and that details of academic background as well as references will be provided to the host institution. Both institutions will send all necessary information concerning application and registration to the host institution prior to the deadlines established for International students, and generally facilitate matters for participating students. Students will be responsible for completing and submitting applications and other required forms to the host institution.

6. Transcripts

The host institution will provide the home institution with the official transcript of the academic record of each exchange student upon completion of studies provided that all financial obligations have been met. Students will need to make an official request for transcripts to be sent to the appropriate office of the home institution – normally the Registrar’s Office. The granting of credits for studies undertaken at the host institution will be at the discretion of the home institution in accordance with its own policies and regulations.

7. Student Fees

All tuition, including examination and admission fees, will be covered under the terms of this agreement. Tuition will be paid by the exchange student to his/her home institution prior to departure. All other costs incurred will be the responsibility of the exchange student. The host institution will provide assistance in arranging accommodation in residence or off-campus; however, students are responsible for all costs associated with this service. All travel costs will be the responsibility of the individual student. Miscellaneous fees such as special course fees, fieldwork courses, key deposits, books, etc. will be paid directly by each student.

8. Insurance

All exchange students are required to have a comprehensive health insurance policy which also provides emergency travel insurance. Proof of adequate insurance coverage must be provided to the Exchange Coordinator. Medical insurance protocol is the responsibility of the host university. Students who study at UFV for two semesters will be automatically enrolled in and billed for UFV mandatory health insurance coverage. The cost of any medical insurance required hereunder, as well as any medical expenses not covered by such insurance, shall be the personal responsibility of the exchange students.

9. Dependents

The obligations of each institution under this agreement are limited to the exchange of students and do not extend to partners or dependents. Expenses of accompanying partners and dependents are the responsibility of the exchange student.

10. Visa Requirements

Participants will be required to meet any visa requirements that pertain to studying in the host country.

11. Exchange Student Obligations

Exchange students are required to observe the rules and regulations set forth by the host institution as well as the immigration regulations and laws of the host country governing the resident status they possess. Any breach of these rules and laws will be dealt with in accordance with the disciplinary policy of the host institution and the law of the host country and/or province.

The host institution shall have the right to terminate the participation of any student in the exchange program and in any other program, service, or benefit at any time if such student's academic work or behavior is not suitable in the judgment of the host institution. Whenever practicable, such termination of participation in the exchange program will not be effected without prior consultation by the host institution with the home institution.

12. Non-Exchange Students

Both universities will promote additional study abroad opportunities by encouraging students from the home institution to attend the host institution in a non-exchange capacity. These non-exchange students will be responsible for all costs including transportation, accommodations, international travel, books, teaching materials, medical insurance and other fees regularly charged to international students. Non-exchange students attending UFV or vice versa will pay the agreed study abroad tuition fee set by each university. Non-exchange students studying at UFV will receive a 15% tuition rebate approximately six weeks after the beginning of the semester.

13. Effective Date and Termination of Agreement

This agreement shall be in effect for three years from the date of its signing. At the anniversary of the agreement, each institution will exchange a brief report indicating any imbalances of student number and/or other issues or problems. This agreement may be amended, and/or extended by mutual consent of both institutions for a period beyond its original date of expiration. Either party may terminate this agreement by serving written notice to the other party. In this case, if either party desires to balance the numbers before termination, the other party will cooperate in that effort. Otherwise, termination will take effect six months from the date of the written notice.

14. Agreement

In agreement with the above terms of participation, the following signatures are affixed:

<<NAME>>
<<TITLE>>
<<INSTITUTION>>

Dr. Mark Evered
President
University of the Fraser Valley

<<NAME>>
Dean of <<AREA>>
University of the Fraser valley

Date

Date

<<INSTITUTION ADDRESS>>

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