**Memorandum of Agreement**

**BU Summer Study Abroad in \_\_\_\_\_\_\_\_\_ Program**

**Bloomsburg University of Pennsylvania (BU)** enters into this mutually beneficial agreement with **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( )** (affiliate)to provide a study abroad program in \_\_\_\_\_\_\_\_\_\_ (place) for the students of Bloomsburg University of Pennsylvania. \_\_\_\_\_\_ (affiliate) will perform the activities set forth in this agreement. BU will provide funds set forth in Article 8 for the execution of this agreement.

The Agreement shall begin on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and terminate on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Article 1: Obligations and Responsibilities**

* BU will be responsible for advertising and promoting this joint program.
* BU will be responsible for recruiting students and assisting students in program and visa application processes.
* BU will be responsible for paying \_\_\_\_\_\_ (affiliate) the total cost of the program set forth in Article 8.
* BU will provide orientation and guidance to its student participants prior to the program.
* \_\_\_\_\_\_ (affiliate) will execute the Agreement by providing academic and non-academic services set forth in Articles 4, 5, 6, and 7.
* \_\_\_\_\_\_ (affiliate) will assist BU program director in providing documents for visa applications and other related matters.

**Article 2: Program Schedule**

* The program shall begin on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (arriving date) and terminate on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (departure date).
* Classes will start on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and end on \_\_\_\_\_\_\_\_\_\_\_\_\_\_. Students will depart before \_\_\_\_\_\_\_\_\_\_\_\_\_\_(time) on \_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* The list of activities and schedule of classes may be subject to change. Specific information about program scheduling will be finalized and made available to students upon their arrival at \_\_\_\_\_\_ (affiliate).

**Article 3: Number of Participants and Applications**

* There will be a minimum of \_\_\_\_ (#) students participating in the program.
* If the number of students falls short of the minimum amount of \_\_\_\_ students, \_\_\_\_\_\_ (affiliate) will charge full tuition for minimum number of students.
* The 2013 program budget is based on the estimated number of \_\_\_\_ students.
* BU will mail International Student Applications for Short-term Studies, completely and legibly filled out, along with other pertinent materials to \_\_\_\_\_\_ (affiliate) on or before May 1, 2013.
* \_\_\_\_\_\_ (affiliate) will issue acceptance letters and visa application materials to BU within ten (10) business days upon receiving the complete and acceptable application packet.

**Article 4: Academic Arrangements**

* All teaching assignments will be entrusted to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (affiliate and department).
* Students will be administered a \_\_\_\_\_\_\_\_\_\_\_\_ Language Placement Test at the onset of the program and be placed into appropriate courses based on the outcomes of the test.
* The \_\_\_\_\_\_\_\_\_\_\_\_language courses have two components: \_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_.
* The \_\_\_\_\_\_\_\_\_\_\_\_language courses will run for \_\_\_\_ hours daily Monday through Friday for a total of \_\_\_\_ hours per week.
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will organize classroom and field experiences for Bloomsburg University students who will be enrolled in BU’s language course, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Article 5: Grades**

* \_\_\_\_\_\_ (affiliate) agrees to provide Bloomsburg University with students’ Official Transcripts within two weeks of the termination of the program. The Official Transcripts must be sent to Bloomsburg University Registrar’s Office directly.
* Each student will receive a transcript with grades on a 1-100 grading scale. Attached to the transcripts will be information about the total number of contact hours and student attendance. Grades are given in accordance with academic regulations regarding short-term international students at \_\_\_\_\_\_ (affiliate).

**Article 6: Planned Excursions and Extracurricular Activities**

* Participation in planned excursions and extracurricular activities is mandatory.
* \_\_\_\_\_\_ (affiliate) will arrange for a variety of cultural excursions and activities including \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.All admissions and other fees are included in the tuition stated in Article 8.

*There may be some slight adjustments to the plan each year. Please see the daily schedule for final details regarding student activities upon students’ arrival at* \_\_\_\_\_\_ (affiliate)*.*

**Article 7: Student Housing and Accommodations**

* Students will stay in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Price: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Meals: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Facilities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Article 8: Fee Structure and Payment Schedule**

Fee Structure:

* Application fee: \_\_\_\_\_\_\_\_\_\_ per person (non-refundable, \_\_\_\_ (minimum) students or above).
* Tuition for \_\_\_ weeks of \_\_\_\_\_\_\_ classes: \_\_\_\_\_\_\_ per person (including teaching materials and in-city tours and activities).
* Student housing: \_\_\_\_\_\_\_\_\_\_ per day per person
* Faculty housing: \_\_\_\_\_\_\_\_\_\_ per day per person
* Students and faculty’s meals will cost \_\_\_\_\_\_\_\_\_\_ per person.
* Internet connection for student and faculty will cost \_\_\_\_\_\_\_\_\_\_ per person, covering from \_\_\_\_\_\_\_\_\_\_ (date) to \_\_\_\_\_\_\_\_\_\_ (date).
* Excursions and extracurricular activities: \_\_\_\_\_\_\_\_\_\_ per person

*Payment for fees listed above herein will be made in United States Dollars (USD) according to the exchange rate at time of check issuance. If there is a variation in exchange of the rate before the money arrives at the* \_\_\_\_\_\_ (affiliate) *account,* \_\_\_\_\_\_ (affiliate) *will either refund the surplus or generate an invoice for any shortfall.*

*Student international airfare, food, international insurance, and personal expenses are not included.)*

Payment Schedule:

* The cost of the program will be paid by BU in its entirety.
* An invoice is to be submitted to BU no later than \_\_\_\_\_\_\_\_\_\_\_\_\_ (date).
* Payment is due five (5) business days upon receiving an invoice from \_\_\_\_\_\_ (affiliate). Fees must be paid in full and wired to an account designated by \_\_\_\_\_\_ (affiliate).
* After payment is sent, BU will fax the bank receipt to \_\_\_\_\_\_ (affiliate) as soon as possible for tracking purposes.
* If BU does not pay the tuition in full within the specified time, BU will be required to submit a formal written explanation. In a case like this, \_\_\_\_\_\_ (affiliate) reserves the unilateral right to change BU's program as it deems necessary.

**Article 9: Program Contact Persons**

* The contact person for \_\_\_\_\_\_ (affiliate) is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* The contact person for BU is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Article 10: Miscellaneous**

* \_\_\_\_\_\_ (affiliate) will provide free ground transportation to and from Capital International Airport for groups of five (5) or above.
* The \_\_\_\_\_\_\_\_\_\_ and English versions of this Agreement bear equal power.
* Should different opinions or disagreements arise, the parties shall communicate and resolve the differences in the spirit of equality, mutual benefit and collaboration.
* This memorandum is effective upon signature by all parties. It is renewable upon expiration of the term and consultations by the parties.

This document contains the entire agreement between the parties and supersedes any and all prior agreements, arrangements, oral or written, between the parties relating to this agreement. This Agreement may not be modified except by mutual written agreement of the parties.

**Signatures:**

|  |  |  |
| --- | --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(affiliate name, department)Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dr. David L. Soltz, PresidentBloomsburg University of PennsylvaniaDate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mr. David E. StoverPASSHE Legal CounselDate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |