

THIS DOCUMENT IS PROVIDED AS A GUIDE FOR CONSIDERING THE RANGE OF ISSUES RELATED TO DEVELOPING INTERNATIONAL PROGRAMS. ANSWERS TO THE QUESTIONS WILL BE USED BY THE OFFICE OF CONTRACTS & PROCUREMENT (OR THE AUXILIARY SERVICES CORPORATION) TO DEVELOP THE FINAL AGREEMENT.

## AGREEMENT FOR PROGRAM RELATED SERVICES

Between

Company/University ABC  
[City, Country]

And

California State University, Fullerton  
Fullerton, California

This Agreement (“Agreement”) is entered into by and between the State of California through the Trustees of the California State University on behalf of California State University, Fullerton (“University”) and Company/University ABC (“ABC”),

[May want to include a general statement here about the type of services/program being purchased/sold.] The University and ABC (“Parties”) agree as follows:

### **I. THE PROGRAM:**

- Describe program such as number of courses, number of units, length of the program including start and end date.
- How much are the student fees? How much is for University tuition and how much is for other travel and housing expenses? Is an enrollment deposit required? Is a security deposit required (for housing)?
- What is not included in the fees (e.g., airfare to and from the overseas destination, passport fees, meals, and personal expenses)?
- Is a minimum number of students required? Is there a maximum number that can participate? Is there a maximum faculty/student ratio?

### **II. RESPONSIBILITIES OF ABC:**

Are you *purchasing services* from ABC? Or are you *providing (selling) instruction* and related services to ABC? The questions below are provided to assist you in comprehensively describing the services and responsibilities of ABC (list them in Section II) as well as those of the University (list them in Section III). Services and responsibilities to consider include the following:

- Student recruitment
  - Is there a minimum number of students that need to be recruited? Is there a maximum that can be accepted?

- What are the admission requirements for the Program (e.g., baccalaureate degree, grade point average, TOEFL score)?
- Are applications needed? If so, when are they due and is there a cost for the application. Note: For degree programs, a University application must be completed and the University will determine the admissibility of students.
- Are there are fees that are not part of the Program Fee, such as a graduation processing fee? If so, what is the cost and when is it due?
- Lodging
  - What arrangements for accommodations will be made for students and/or faculty (e.g., home stay, dorms, apartments, hotel).
- Meals/laundry service
  - Will meals be included? How many?
  - Is laundry service provided?
- Transportation
  - For what transportation costs will ABC, the University or the students be responsible? Consider airfare (international and domestic) needs for student and faculty.
  - Also consider ground transportation needs.
- Pre-departure orientation information
  - Who is developing the pre-departure orientation information? Who is responsible for sharing it with the students?
- Orientation at international site
- Invoicing and collecting fees from students
- Student medical insurance and/or travel insurance
- Access to computers, email and internet services
- Co-curricular activities such as one-day and weekend trips
  - What kinds of co-curricular activities would supplement the classroom instruction?
  - Who is coordinating this?
  - Is this included in the Program Fee?
- Other travel opportunities
  - Are other travel opportunities available for the students?
  - Who will identify and coordinate them?
  - What are the costs and to who (and when) do students make payments?
- 24-hour emergency service
- Classrooms and A/V equipment
  - Who is providing classroom space?
  - What are the A/V needs?
- Faculty recruitment/airfare/office space/living space
  - Who is responsible for identifying, hiring and scheduling faculty to teach the courses? Is this a shared responsibility?
  - Note: The University will want to approve faculty identified by other companies/agencies.
- Coordinators / liaisons
  - Are academic coordinators or other liaisons needed? Who will provide?
- Textbooks
  - Do textbooks need to be identified? Are they included in the Program Fee? If not, when will the fees be collected and by whom?

- Degree / Certificate
  - Will a degree or certificate be awarded? Will this be done by the University?
- Visa processing
  - What kind, if any, assistance is provided with visa processing? Who provides what services?
- Refund policy
- Payments
  - When are the Program Fees (and other fees) to be wired to the University's designated bank account?
- Insurance and liability coverage requirements

**III. RESPONSIBILITIES OF THE UNIVERSITY:**

When considering the items and questions posed in Section II, identify the items that are responsibilities of the University and list them along with related details below.

**ANSWERS TO THE QUESTIONS POSED HERE AND ANY OTHER IMPORTANT PROGRAM INFORMATION (INCLUDING A PROGRAM BUDGET) SHOULD BE ATTACHED TO AN INTERNATIONAL AGREEMENT FORM (aka APPROVAL ROUTING FORM). ONCE ALL SIGNATURES HAVE BEEN SECURED ON THE ROUTING FORM, THE CONTRACT WILL BE DRAFTED..**