INTERNATIONAL AGREEMENT

Listed below are the elements typically addressed in an agreement for an international program. Agreements of this nature must be approved by the University President and an appropriate level representative from the international institution/organization. A budget must be included when an agreement is being requested, along with the routing/approval form on page one.

Please note that each contract is developed to meet the individual needs of the specific program and the following is intended as a reference guide only. Please contact the Dean of Extended Education at extension 2937 for assistance in developing an agreement specific to the needs of a particular program.

CONTRACTUAL ELEMENTS

✓ Program Name
✓ Purpose/Outline of Program
✓ Term (beginning and end dates)
✓ Number of Students (minimum/maximum)
✓ Faculty/Student Ratio

✓ Costs Typically Included In Program Fees:
  - Lodging
  - Meals (define which meals are included)
  - Air Travel Coordination & Booking (only)
  - Ground Transportation
  - Liaison Services
  - Academic Visits
  - Cultural Activities
  - Pre-Departure Assistance

✓ Costs Not Typically Included In Program Fees:
  - Round Trip Airfare
  - Passport Fees
  - Visa’s
  - Meals (not covered in Program Fees)
  - Laundry
  - Personal Expenses
  - University Tuition and Fees
  - Enrollment Deposit
  - Application Fees
  - Fee for Returned Checks
  - Travel and Medical Insurance

✓ Other Items to Consider:
  - Accommodations for Program Faculty
  - University Responsibilities (i.e., advertise program, select students & faculty, etc.)
  - Refund Policy (i.e., time period, earthquake, floods, etc.)
  - Schedule of Events/Itinerary