

AFFILIATION AGREEMENT between **THE UNIVERSITY OF HOUSTON** and

The University of Houston (hereinafter referred to as UH), located in Houston, Texas, United States of America, and the _____ (hereinafter referred to as AFFILIATE), having its principal office located at _____, enter into an agreement of affiliation to establish opportunities for students to study in other countries during their UH education.

The parties acknowledge that this Agreement is incorporated into, and will provide the foundation and framework for, the particular programs developed by academic and administrative units from the two institutions, and that such programs are to be memorialized in Program Agreements, and subject to annual or as-needed Addenda.

This Agreement is effective _____, day of _____, _____.

A. The purposes of affiliation between UH and AFFILIATE are as follows:

- to provide quality overseas study abroad programs for summer terms of at least three weeks duration, as well as for semester and academic year sessions, to the students who attend UH;
- to promote student interest in the learning abroad programs and services offered by AFFILIATE that have been approved by UH at the date of this document's signing;
- to facilitate enrollment of students in these programs;
- to provide services to students that are in compliance with relevant federal and state laws.

B. To achieve the goals stated in Section A above, UH will, insofar as its means and the laws and the Constitution of the State of Texas allow:

- advise eligible students of the opportunities and responsibilities permitted through this affiliation;
- allow students to use institutional financial aid to support their participation in AFFILIATE programs as determined by the UH Office of Scholarships and Financial Aid;
- assist interested students with enrollment, course selection, advising, preparation, registration, and related services;
- verify enrollment of student(s) in the program(s) involved and inform each student about the applicability of courses to that student's degree program;

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- evaluate the academic performance and course credit for each student upon successful completion of his /her academic program;
- maintain all student assistance and enrollment records required by federal regulations and the laws of the State of Texas;

C. To achieve the goals stated in Section A above, AFFILIATE will:

- provide academic courses of the quality, duration, and content appropriate to the curricula of participating students;
- periodically publish a description of the study programs and operations of AFFILIATE, and fees and charges applicable thereto, and upon publication, provide these to UH;
- communicate in writing any substantive modification of the academic content of study programs offered through AFFILIATE;
- inform UH in a timely manner of changes in program governance and management;
- guarantee that all university courses will be taught by qualified instructors employed by approved and accredited universities.
- assist students selected for the program with enrollment in the program courses;
- provide supervision and placement for UH students wishing to pursue special projects, independent studies and internships, approved by UH;
- monitor student participation and progress in the courses and inform UH if student participation is unsatisfactory or if a student has withdrawn;
- ensure proper use of all student financial aid received through UH, including federal, state, or institutional funds;
- provide an official grade report or transcript to UH for each student at the close of the period of study, within three (3) months;
- provide participating students with housing, and assist with their other local logistical needs or problems they may encounter while abroad;
- provide a resident director upon arrival;
- provide cultural excursions;

- provide a program orientation prior to departure and on site;
- provide reports on student safety, security and disciplinary matters to UH in a timely manner.

D. UH and AFFILIATE agree to designate the following individuals to oversee and facilitate implementation of this affiliation agreement in cooperation with other appropriate administrators within UH and AFFILIATE:

Program Coordinators:

For UH:

Andie Beer
Learning Abroad | Institute for Global Engagement
4104 Martin Luther King Blvd
Houston, Texas 77204
Telephone: 713-743-9167
Email: ambeer@uh.edu

For AFFILIATE

AFFILIATE CONTACT INFO

Contact Name _____
University Name _____
Address _____
Telephone _____
Email _____

The UH Program Coordinator will represent the policies of UH to AFFILIATE. The AFFILIATE Manager will be responsible for representing the policies of AFFILIATE to UH. The Coordinators will periodically review and evaluate the academic program and services offered by AFFILIATE.

- E. This Agreement does not bind UH to use AFFILIATE exclusively, nor does it require a level of participation. This is a formal agreement between AFFILIATE and UH that recognizes AFFILIATE as an approved educational organization dedicated to providing study abroad experiences for students. This Agreement does not in any way limit the study abroad opportunities available to students from UH.
- F. Participating students shall be subject to the rules and regulations of UH and AFFILIATE while abroad.
- G. Both institutions acknowledge that data provided and shared between institutions is confidential and protected under local law, and is being shared as a result of the student's intention to attend the host institution under this agreement. The host institution agrees to maintain the confidentiality of the educational records.
- G. The scope of the activities under this Affiliation Agreement shall be determined by the funds regularly available at both institutions. Each party to this agreement shall be responsible for expenses incurred by its employees.

- H. UH students are responsible for payment of AFFILIATE fees. AFFILIATE agrees to indemnify UH and its faculty and staff for any costs or liabilities UH may incur as a result of the participation of UH students in the AFFILIATE program or in activities related to the program.
- I. UH will award federal financial aid per Title IV Higher Education Act of 1965, as amended, to eligible UH students selected to participate. The host institution, if eligible to process or award Title IV aid, agrees not to do so for UH students for their period of enrollment under the terms of this exchange agreement.
- J. This Agreement will be reviewed for renewal after five (5) years unless earlier terminated. Any changes to the Agreement shall be made by an exchange of letters between the appropriate parties at AFFILIATE and UH.
- K. Termination of this Affiliation Agreement can be initiated by either party and shall be effective by giving the other party at least six (6) months advance written notice of its intention to terminate, provided that all students enrolled in the programs at the time notice of termination is given shall be permitted to finish their course of study. Termination shall be without penalty. If this agreement is terminated, neither UH nor AFFILIATE shall be liable to the other for any monetary or other losses that may result.

ATTEST:

FOR THE UNIVERSITY OF HOUSTON

Signatory Date
Title_____

FOR AFFILIATE

SIGNATORY Date
TITLE_____