LETTER OF UNDERSTANDING
Autonomous Program (Credit or Non-Credit)
Academic Year 2018-19

Program Name: ____________________________________________
Sponsoring Unit: ___________________________________________
Term: ___________________ Program Dates: _________________

I. Administrative Understanding

Please note: The Learning Abroad Center staff involvement in Autonomous programs is limited to what is outlined for EA Centers in the University’s ‘Student Travel and Education Abroad: Health & Safety policy. The Autonomous program model requires the Sponsoring Unit/Program Leader to be completely autonomous and prepared to manage all aspects of the program including activities normally taken on by the LAC. These include; student application and enrollment management, collection of required student paperwork, student account billing, course administration, and student registration. Only limited guidance on how to accomplish these program tasks will be provided by the LAC, often the way the LAC manages administrative tasks will not be applicable to your departmental staff. The sponsoring unit must be ready to develop systems, processes and policies to support their programs – often quickly - when running an autonomous program.

A. Learning Abroad Center (LAC) agrees to perform the duties and manage the responsibilities enumerated for the LAC in the Instructor-Led Responsibility Matrix for ‘Autonomous’ programs.

B. The sponsoring college or department (sponsoring unit) agrees to perform the duties and manage the responsibilities enumerated for the ‘Program Sponsor’ in the Instructor-Led Responsibility Matrix for ‘Autonomous’ programs.

C. Depending on the scheduled program departure date, it may not be possible to move to ‘Global Campus Partner’ or other service level if the LAC staff will not have appropriate time to complete relevant procedures dictated by policy. If the sponsoring unit finds they are unable to complete the requirements for international programming, the program may need to be cancelled.

II. Financial Understanding

A. The unit will communicate any relevant program costs, including LAC APAAC (advising, placement, academic and administrative costs) to students when applicable.
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B. Billing:

1. LAC will bill the sponsoring unit for the LAC APAAC of $75 per confirmed student.

D. All program participants who will be in-country for some or all of the program duration (including students, leaders/coordinators/instructors and their dependents) are required by University policy to be covered by CISI International Health Insurance when traveling abroad for University Purposes. The LAC will enroll all student participants for CISI (faculty/staff will enroll themselves). The LAC will bill the cost of this insurance when billing the departmental account string (currently $40 per participant/month but subject to change). Once insurance has been purchased for a participant, the costs are not refundable, regardless of the reason for the cancellation and costs will be billed to the sponsoring unit. The LAC will inform units when CISI insurance costs change - it often increases after these LOU agreements have been signed. The LAC does not determine the cost of CISI insurance.

C. Cancellations:

1. The sponsoring college or department must notify the LAC of all student or program cancellations as soon as possible.
2. For program cancellations for any reason after the program intake form has been received and processed, the LAC will charge 50% of the APAAC per student participant.
3. For student cancellations for any reason after the program intake form has been received and processed, the LAC will charge 50% of the APAAC per student participant.
4. CISI Health Insurance costs are not refundable.
5. It is the student’s responsibility to notify the Office of Student Finance of any changes in their program status and adjust their registration, if applicable.

D. General Considerations:

1. The sponsoring unit is responsible for complying with all university policy and procedures including, but not limited to, those established by the Offices of Purchasing, General Counsel, Disbursement Services, and Payroll for bids and contracts, as well as processing all program related payments and handling all overseas budget matters. This includes, but is not limited to, onsite instructional costs, onsite contracts and program expenses, all payroll documents for program leaders and any other
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persons receiving compensation from the program, travel documents, University of Minnesota fees, and the Learning Abroad Center APAAC.

2. The LAC does not assume responsibility for any debt or university policy violations on behalf of the program.

3. The LAC does not assume any liability for any aspect of the program activities.

III. University Requirements

A. Both parties agree to perform the duties and abide by the terms as laid out in the Student Travel and Education Abroad: Health & Safety policy. These policy requirements will be met by following the steps and responsibilities found in the Instructor-Led Responsibility Matrix.

   1. The sponsoring unit will complete the “Unit pre-travel and program planning requirements.”
   2. The sponsoring unit will also ensure that students complete the requirements listed under “Student Pre-Travel Requirements.”
   3. The Learning Abroad Center will complete the “Education abroad Office” requirements.

B. It is imperative that all parties have ample time to adequately complete the actions detailed in the University’s Health and Safety policy and complete the actions detailed in the Instructor-Led Responsibility Matrix.

For these reasons;

1. The Learning Abroad Center requires the program intake form to be submitted with all required information including all student participant student IDs no later than 60 days prior to the program start date and all student paperwork to be turned into the LAC no later than 30 days before the program start date.

2. Should the sponsoring unit or the LAC not complete the requirements on this schedule, this LOU will be void. The LAC will not bill the unit for any APAAC (insurance may still be billed) but will instead refer the sponsoring unit to the International, Health, Safety and Compliance (IHSC) team and the Office of General Counsel (OGC) to discuss any possible policy exemptions for the program. Rarely are exemptions granted, most often the program will not be able to be run.
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Please sign and date one copy of this Letter of Understanding and return to the address below.

**Program Name:** ________________________________

**Sponsoring Unit:** _________________________________

<table>
<thead>
<tr>
<th>Sponsoring Unit</th>
<th>Learning Abroad Center</th>
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</thead>
<tbody>
<tr>
<td>Program Leader/Contact</td>
<td>Brook Blahnik, Associate Director</td>
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<tr>
<td>Date:</td>
<td>Date:</td>
</tr>
<tr>
<td>Department or College Chair/Head</td>
<td>Martha Johnson</td>
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<td></td>
<td>Assistant Dean of Learning Abroad</td>
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<td>Date:</td>
<td>Date:</td>
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<tr>
<td>Fiscal Officer for Sponsoring Unit</td>
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<td>Date:</td>
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**Account String Information (debits for insurance/APAAC):**

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