

**LEARNING  
ABROAD  
CENTER**

UNIVERSITY OF MINNESOTA

# Institutional Affiliation Arrangements

*This document outlines the responsibilities between the Home Institution and the University of Minnesota Learning Abroad Center (LAC). Each party will be responsible for all claims, actions, and direct damages caused by that party's negligence, willful wrong-doing, or breach of this affiliation. The LAC shall not discriminate on the basis of race, religion, creed, color, sex, national origin, disability, age, marital status, family status, public assistance status, veteran status, or sexual orientation.*

## Home Institution Contact Information

Name of Institution \_\_\_\_\_

Contact Name & Title \_\_\_\_\_ Email Address \_\_\_\_\_

Street Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Emergency Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_  Send invoice to this address.

## Programs

Check the boxes for the programs and terms the Home Institution endorses.

My institution endorses all programs.

	Academic Year	Fall Semester	Winter Break	Spring Semester	May Session	Summer Session
<b>Argentina:</b> Study Abroad in Buenos Aires	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>Australia:</b> Study & Intern in Sydney		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
<b>Ecuador:</b> Intensive Spanish in Ecuador			<input type="checkbox"/>			<input type="checkbox"/>
<b>Ecuador:</b> MSID—Ecuador	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
<b>France:</b> Business in France		<input type="checkbox"/>		<input type="checkbox"/>		
<b>France:</b> Engineering in Montpellier		<input type="checkbox"/>		<input type="checkbox"/>		
<b>France:</b> Study Abroad in Montpellier	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>France:</b> Teaching Practicum in France		<input type="checkbox"/>		<input type="checkbox"/>		
<b>France:</b> Sports & Culture in France: <i>La vie sportive</i>					<input type="checkbox"/>	
Global Seminars			<input type="checkbox"/>		<input type="checkbox"/>	
<b>Ireland:</b> Business in Dublin		<input type="checkbox"/>		<input type="checkbox"/>		
<b>Ireland:</b> Study Abroad in Dublin		<input type="checkbox"/>		<input type="checkbox"/>		
<b>Italy:</b> Study & Intern in Florence		<input type="checkbox"/>		<input type="checkbox"/>		
<b>Italy:</b> Study & Intern in Rome						<input type="checkbox"/>
<b>Kenya:</b> Intensive Swahili in Kenya						<input type="checkbox"/>
<b>Kenya:</b> MSID—Kenya	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
<b>Mexico:</b> Study Abroad in Mexico			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Morocco:</b> Arabic Language & Culture in Morocco	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
<b>Panama:</b> Summer Internships						<input type="checkbox"/>
<b>Senegal:</b> Intensive French in Senegal			<input type="checkbox"/>			<input type="checkbox"/>
<b>Senegal:</b> MSID—Senegal	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
<b>Spain:</b> Study & Intern in Madrid		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
<b>Spain:</b> Psychology & Research in Madrid		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
<b>Spain:</b> Study & Intern in Toledo	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Thailand:</b> Intensive Thai in Thailand						<input type="checkbox"/>
<b>Thailand:</b> MSID—Thailand	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
<b>United Kingdom:</b> Study & Intern in London		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

**The Learning Abroad Center, University of Minnesota, will perform  
the following**

**UofM—Academic & Administrative**

- Administer the program(s).
- Provide advising services in program selection to interested students.
- Provide assistance with course selection and academic planning.
- Provide curriculum information developed to assist in course approval and academic planning.
- Provide Home Institution with a list of the abbreviated course titles for standard courses taken on the program.
- Provide enhanced support, information, and assistance for students with access challenges.
- Provide inclusive fee and budget information (see website).
- Accept qualified students who have been nominated by the Home Institution on its study abroad programs.
- Review complete applications, make final selection of program participants, and provide acceptance and orientation information and materials to participating students.
- Send participating institution a list of confirmed students.
- Provide visa assistance and regional resources as appropriate.
- Provide mandatory international health insurance coverage.
- Provide students with housing and assist with other logistical needs or problems students may encounter while on the program.
- Register students in all selected courses—students cannot cancel from courses:
  - Students canceling from a course after the drop date will receive W's (Withdraw) on the transcript;
  - Students not completing their coursework will receive I's (Incomplete) on the transcript;
  - Incompletes become F's (Failure) after one academic year and cannot be changed.
- Monitor student participation and progress in the program and inform the Home Institution if student participation is unsatisfactory, if a student has been provided with warnings, has been expelled from the program; or if a student has withdrawn.
- Provide one free transcript upon completion of coursework (sent to the office indicated on the Transcript Request Form by the student). (Any additional transcripts must be requested and paid for by the student unless an error was made on the part of the University.)
- If invited and available, the LAC will offer a pre-departure orientation at the Home Institution, if the institution has seven or more students confirmed on a specific program.

**UofM—Communications & Promotion**

- Serve as liaison with Home Institution.
- Provide the Home Institution with updated brochures.
- Provide support in updating web information and links.
- Provide marketing support including polished materials and campus visits.
- Provide Home Institution updates including changes or improvement in program process.
- Provide web link(s) for application and acceptance packets for the purpose of downloading.
- Provide application procedures support and information.
- Provide travel support and information.
- Provide opportunities and support for site visits to evaluate and monitor the programs as available and appropriate.
- Immediately inform the Home Institution of any crisis or emergency related to their students as well as if a program needs to be cancelled, students need to be evacuated, or different program arrangements including delivery of the academic program need to be made.
- Consult with the Home Institution before suspending one of their students, except where consultation is not reasonably possible under the circumstances.

**The Home Institution will perform the following as mutually agreed upon by the appointed liaisons**

**Home Institution—Academic & Administrative**

- Assist students with enrollment, course selection, advising, and related services.
- Advise on Home Institution academic policies as they apply to program participants.
- Advise students on financial aid policies when participating in off-campus programs.
- Encourage students to truthfully complete all LAC forms including disclosure of any documented disability, pre-existing health condition, etc. to enable appropriate accommodations to be offered.
- Communicate with LAC staff regarding changes in Home Institution's policies that may impact program participation.
- Acknowledge that students are subject to the rules and regulations of the LAC while abroad, and that the LAC has the authority to suspend or terminate a student for academic deficiencies, behavioral violations, or other sufficient reasons subject to certain procedures afforded to the student.
- Where requested by the LAC, provide assistance to encourage students to facilitate completion of LAC requirements.
- Inform students of any Home Institution requirements which they must complete while on a study abroad program. The LAC is not responsible for conveying this information to students or for monitoring its implementation.

**CHECK ALL THAT APPLY**

- Disclose prior disciplinary record of any student, if known.
- Ensure that students are enrolled to allow for disbursement of financial aid to students' account.
- Invite LAC staff to participate in study abroad fairs.
- Invite LAC staff to make institutional visits and set up appropriate meetings with faculty and staff.
- Provide program director/team with emergency contact person in case a situation occurs when offices are not open.
- Process student financial aid and allow applicable aid to be applied to the student's LAC program fees.

**Home Institution—Communications & Promotion**

- Include LAC-endorsed programs with any published institutional program list. Promote LAC programs at promotional events or opportunities, including fairs, information sessions, or informational tables as appropriate.
- Actively encourage students to participate in the endorsed/authorized study abroad program(s).
- Distribute program information/brochures to relevant faculty and staff on campus.

**Financial Arrangements**

**Home Institutions can only have one arrangement for all programs.**

	<b>Institution</b>	<b>Student</b>
Deposit	<input type="checkbox"/>	<input type="checkbox"/>
Program fees	<input type="checkbox"/>	<input type="checkbox"/>
Housing fees	<input type="checkbox"/>	<input type="checkbox"/>
Insurance	<input type="checkbox"/>	<input type="checkbox"/>
Global identity	<input type="checkbox"/>	<input type="checkbox"/>
Pre-Sessions	<input type="checkbox"/>	<input type="checkbox"/>
Apartment deposits	<input type="checkbox"/>	<input type="checkbox"/>

## Procedures for Third-Party Billing

- All student billing is done via the University of Minnesota student billing system. The LAC is not able to generate official invoices for institutions.
- When a Home Institution agrees to pay all or a portion of the student's fees, a Third Party Contract must be set up in the student finance billing system.
- All fees are required to be billed to the student's account. The University of Minnesota cannot invoice another party without documentation appearing on the student's account.
- The Third Party Contract is applied as a credit to the student's account.
- The student has the ability to print out an invoice and submit it to the Home Institution for payment if no agreement is in place.
- The Home Institution agrees to accept the financial liability for any students who cancel after confirming their placement on a program when agreeing to make payment for the student.
- The LAC charges a program fee, which is not based on tuition, and is not able to break down the program fee by tuition only. However, a cost estimate sheet is available upon request.
- All students are required to initiate their University of Minnesota email account. Students also must initiate their account at OneStop.umn.edu to view and make payment of any charges to their student financial account. Email is the official mode of communication for the University of Minnesota. Students are notified of these processes when they are accepted into a program. Students failing to initiate their account and not make payments according to the published schedule will accrue late fees and can be dis-enrolled by the University of Minnesota. The LAC cannot reverse any of these actions.
- The Home Institution will make any applicable payment for which it is responsible to the University of Minnesota Student Finance Office according to their payment procedures. Institutions usually receive invoices approximately ten weeks after a term begins on the main campus. If the Home Institution needs a copy of an invoice prior to this date, the student can print out and give it to the appropriate office. The Home Institution payment will occur as a credit on the student's account whether paid or not as it reflects balance due by the student.
- If the student cancels/withdraws from the program at any time after the LAC Cancellation/Refund policy goes into effect, the Home Institution will be responsible for any fees associated with the student's cancellation if making payment on behalf of the student. The student will be required to file/submit a Refund Appeal form for any potential adjustments (extenuating circumstances only) to be made to their account.
- The Home Institution should make students aware of the LAC Cancellation/Refund policy and the students' responsibility, even though the Home Institution may be paying on behalf of the student.
- The University of Minnesota Office of the Registrar does not release a transcript until a student's account is paid in full. The LAC does not have the ability to waive or request exceptions to this policy.
- Refund checks will be issued to the Home Institution when payment is made by the Home Institution. However, if both the Home Institution and student make payment, the refund will be divided appropriately and sent to both parties.

The LAC will send the Home Institution a copy of this agreement in the summer of each year to update. The Home Institution only needs to submit a revised agreement if changes need to be made. After five years, the LAC will ask the Home Institution for a new signed agreement.

### University of Minnesota

#### Learning Abroad Center

Institution

Martha Johnson, Assistant Dean

Date

#### Return signed copy to:

Bradley Titus  
Director of Institutional Relations  
Learning Abroad Center  
230 Heller Hall  
271 19th Avenue S.  
Minneapolis, MN 55455

### Affiliate/Home Institution

Institution

Signature

Print Name

Title

Date

## Learning Abroad Center

230 Heller Hall, 271 19th Avenue S., Minneapolis, MN 55455  
612.626.9000 • 888.700.UOFM • 612.626.8009 (fax) • UMabroad@umn.edu • UMabroad.umn.edu