

## STUDENT EXCHANGE AGREEMENT

Prior to commencing an Exchange Program participating students (“Students”) are required to review and sign this Student Exchange Agreement. The Student Exchange Agreement outlines Student responsibilities during placement, as well as other important information that Students should be aware of.

Full Name:

Student Number:

\_\_\_\_\_

Home Institution (where normally registered as a student):

\_\_\_\_\_

Host Institution: (destination during the exchange period):

\_\_\_\_\_

**As a participating Student, by reviewing and signing this Student Exchange Agreement you acknowledge and agree to the following:**

1. The Exchange Program enables Students to take units or classes (“Courses”) at a Host Institution that will, subject to required approval, be accepted toward the award of a degree or diploma (“Diploma”) from the Student’s Home Institution.
2. All Student participants must be mutually accepted by the Home and Host Institution.
3. Students must be registered with and pay tuition and fees due and owing to the Home Institution during the duration of the exchange (unless instructed otherwise).
4. Either the Home or Host Institution has the right to remove or deny participation in the Exchange Program based on a Student’s academic record, the Student’s failure to follow the Home or Host Institution’s academic policies and procedures, or for any other reasonable ground believed to be in the best interest of the Exchange Program.
5. The right to determine which Courses are academically acceptable towards the award of a Diploma remains with the Home Institution.
6. Students are responsible for obtaining approval from their Home Institution for Courses to be taken through the Exchange Program.
7. No admission or tuition fees will be assessed to the Students by the Host Institution (unless instructed otherwise).
8. Students are responsible for all costs of travel and related expenses to and from the Host Institution.

9. Students may stay in Host Institution dormitories as space permits and are responsible for the associated residence application fee. However, Students are responsible for locating and securing adequate living accommodations (with assistance from the Host Institution).
10. Students are responsible for all living expenses, including but not limited to accommodation, transportation, and sustenance with the understanding such expenses may be payable in the currency of the jurisdiction in which the Host Institution is located.
11. Students are responsible for the cost of books, stationary and other related expenses.
12. Students are responsible for ensuring the necessary travel documentation is obtained in accordance with the laws of the jurisdiction in which the Host Institution is located.
13. Students are responsible for providing the Host Institution emergency contact information and passport details for use in program administration only.
14. Students are responsible for registering with the nearest consulate or government office abroad prior to departure.
15. Students are responsible for obtaining and assessing the adequacy of international health insurance coverage for the duration of their participation in the Exchange Program and furnishing proof of such insurance to the Host Institution prior to commencing participation in the Exchange Program.
16. Students are required to be familiar with and abide by the Host Institution's academic policies and procedures.
17. Students are responsible for preparing themselves for international travel, including any medical and/or health considerations (i.e. appropriate immunizations, if applicable), and adapting to a new cultural environment.
18. The decision of whether a Student meets the requirements for the award of a Diploma lies with the Home Institution.
19. Students who participate in the Exchange Program must review and execute a release of liability and assumption of risks if required by the Home Institution.

Per: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_