Agreement of Academic Cooperation (Memorandum of Understanding)  
Between The Catholic University of America and  
___________________________________________

The Catholic University of America (CUA), the national university of the Catholic Church, located in Washington, D.C., The United States of America (hereinafter referred to as “home institution or CUA”), and _________________________ (hereinafter referred to as “host institution or school initials”) hereby enter a cooperative agreement of academic exchange and collaboration, commencing with the Academic Year ________________.

This Agreement shall include the following features:

1. **Purpose**: The purpose of this agreement is a reciprocal exchange of undergraduate (and/or graduate) students between CUA and ________________.

2. **Programs**: Included in the scope of this agreement are instructional programs selected by CUA and ____________, respectively.

3. **Number of participants**: CUA and ________________ agree to exchange up to a total of ___ students per year. Any imbalance must be reconciled within the duration of the agreement.

4. **Duration of studies**: The duration of study will be one semester each academic year for the duration of the agreement.

5. **Non-degree admission**:
   a. CUA will recruit, select and nominate a small number of linguistically and academically qualified undergraduate students to enroll as non-degree students in instructional programs offered by ________________, which shall have final approval on non-degree admission.
   
   b. _________________________ will recruit, select and nominate a small number of linguistically and academically qualified students to enroll as non-degree students in instructional programs offered by CUA. These students will not be candidates for degrees conferred by the host institution.

   c. Both institutions agree to accept only those students who participate under the conditions of this Agreement. Individual applications for direct enrollment or enrollment by arrangement with third parties will not be accepted.
6. **Language of instruction**: The language of instruction at CUA is English. The language of instruction at _______________________ is ___________________.

7. **Terms of Affiliation**: Students participating under the terms of this exchange agreement will be entitled to participate in an orientation program organized by the host institution, where students will be made aware of risks to health and safety and emergency procedures. Parties affirm they have written policies and procedures in place that provide for appropriate and responsive protocols in the event of a report of a safety violation or sexual assault or sexual harassment that are distributed to students by host institution. Host institution will provide copy of protocols to home institution upon request.

8. **Financial Arrangements**:  
   a. **Tuition**: CUA students will pay tuition to their home institution. Host institution will invoice CUA the entire program amount for all participating CUA students.

   Host institution students will pay tuition to their home institution; they are entirely responsible for all other fees, including housing, while on exchange at CUA.

   b. **Provisions and Requirements Pertaining to U.S. Financial Aid**

   1. Host institution certifies that it is has not had its eligibility to participate in U.S. Title IV student financial aid programs terminated by the Department of Education, and has not voluntarily withdrawn from participation in said programs under termination, show-cause, suspension, or similar activity initiated by a U.S. state licensing agency, accrediting agency, guarantor, or the Department of Education.

   2. For purposes of awarding and disbursing financial aid, a CUA student participating in an exchange under this agreement must be a degree candidate in good standing at CUA during the period of study at host institution. CUA will determine financial need and award funds to eligible students.

   3. CUA will retain all authority and responsibility for administration of financial aid to CUA students participating in an exchange under this agreement.

   4. Host institution agrees **not** to provide any financial resources to the CUA exchange student without the written permission of CUA.

   5. A CUA student participating in an exchange under this agreement will be considered in visiting status at host institution during the period of study noted on the contract.

   6. A CUA student participating in an exchange under this agreement must carry a course load equivalent to the full-time CUA academic load (i.e.,
15 credits for undergraduates and 9 credits for graduates) to maintain financial aid eligibility during the exchange. Accordingly:

a. Enrollment confirmation must be provided by host institution to the CUA Registrar’s office before financial aid can be disbursed to the CUA student participating in the exchange; and

b. Host institution agrees to immediately report to CUA any changes to a CUA exchange student’s enrollment status while at host institution.

c. Host institution agrees to notify CUA within 14 calendar days if a CUA exchange student withdraws from host institution or stops attending all courses.

7. Host institution agrees to report to CUA the academic course work completed by each CUA student participating in the exchange and the grades earned. Host institution must provide transcripts for CUA exchange students in English.

9. **Room and Board:** CUA and _________________ students interested in on-campus housing may apply for it. _________________ students are responsible for the cost of their room and board.

   For CUA students, the cost of room and any mandatory board included in the program will be paid by CUA. _________________ will invoice CUA directly for the cost of room and board.

10. **Health Insurance:** CUA and _________________ students are required to obtain and pay for their own health insurance that is valid in the host country. The insurance must include sufficient coverage for medical evacuation and repatriation.

11. **Visas:** CUA will facilitate the acquisition of appropriate visas for _________________ students. However, the students are ultimately responsible for obtaining required documents and visas in compliance with all relevant visa requirements and immigration law. Students will be responsible for the direct payment of any U.S. government fees.

   _________________ will facilitate the acquisition of appropriate visas for CUA students. However, the students are ultimately responsible for obtaining required documents and visas in compliance with all relevant visa requirements and immigration law. Students will be responsible for the direct payment of any host government fees.

12. **Facilities:** All facilities at the programs site(s) are available to students enrolled under this agreement.
13. **Correspondence:** The official language of all correspondence between the partner institutions will be English. Applications and correspondence from both parties should be sent to the following designated offices:

For CUA: Center for Global Education - CUAbroad  
The Catholic University of America  
McMahon Hall 111  
620 Michigan Avenue NE  
Washington, D.C. 20064

For __________: ___________________________  
___________________________  
___________________________  
___________________________

14. **Terms of Agreement:** This Agreement is dated ___/__/ ___ and will come into force upon signature by authorized representatives of both universities. It will continue for the period of **three** (3) years beginning with the ________ academic year and conclude with the ______ - _______ academic year. Either party may terminate this Agreement by written notice to the other. Such termination will be effective **six** (6) months from the date of written notice. Should this occur, both institutions agree to carry out the terms of the Agreement for any student currently participating under the agreement.

15. **Changes to the Agreement.** This Agreement may be modified, amended, or renewed by written consent of the parties signing below or by their legitimate successors.

The parties signing below for CUA and _________________ hereby warrant and represent that they have right, power, and authority to execute this Memorandum of Understanding on the date signed.

This Agreement is signed in two original copies, one of which will be retained by each University.

<table>
<thead>
<tr>
<th>The XX University</th>
<th>The Catholic University of America</th>
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<tbody>
<tr>
<td>Name</td>
<td>James Brennan</td>
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<tr>
<td>Title</td>
<td>Provost</td>
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<tr>
<td>Office</td>
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_________________________________________________________________________________________________

Signature | Signature

Date: __________ | Date: __________