



**Agreement of Affiliation (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 institute an agreement of affiliation with respect to CUA’s participation in academic programs abroad.

This Agreement shall include the following features:

1. **Purpose:** The purpose of this agreement is to institute an affiliation so that a set number of qualified CUA undergraduate/graduate students are assured of admission to the academic programs offered by the host institution in another country.
2. **Programs:** The programs included in the scope of this agreement are as follows:

Program _____	Location _____
Program _____	Location _____
3. **Number of participants:** The host institution agrees to accept up to a total of ____ (number) qualified CUA applicants per year. CUA agrees to collect and submit applications directly to the host institution by the deadline published every year by the host institution.
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. These students will not be candidates for degrees conferred by the host institution.

- b. Both institutions agree to accept only those students who participate under the conditions of this Agreement. Individual applications for direct enrollment or enrollment by arrangements with third parties will not be accepted.

6. **Language of instruction:** The language of instruction in the Program is _____.

7. **Terms of Affiliation:** Students participating under the terms of this affiliation 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.

- 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 a program 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 a program under this agreement.
4. Host institution agrees **not** to provide any financial resources to the CUA student without the written permission of CUA.

5. A CUA student participating in a program 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 a program 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 program. 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 program; 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 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 program and the grades earned. Host institution must provide transcripts for CUA students in English.
9. **Room and Board:** The host institution will provide room (and full/partial board) for the duration of the Program. If on-campus housing is available, CUA students may apply for it. In case of a homestay, households will not house more than two students in double or single rooms, depending on availability. ____ (number) meals a day will be provided by the host family/cafeteria, etc.
 10. **Health Insurance:** CUA 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:** _____ 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 **three (3)** 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.

The XX University

The Catholic University of America

Name
Title
Office

James Brennan
Provost

Signature

Signature

Date: _____

Date: _____

