

**Reciprocal Student Exchange Program (RSEP) Agreement
Attachment A – Scope of Parties Contributions**

Scope of Parties Contributions:

1. Number of Students

On an annual basis, each Party will exchange up to (insert number) (#) semesters of undergraduate students (hereinafter “Exchange Students”). Upon acceptance at the host Institution, Exchange Students may enroll as full-time, non-degree seeking students for one (1) or two (2) semesters. For purposes of balance the total number of semesters exchanged each year will be counted.

2. Reciprocity and Waiver of Tuition

This Program is based upon a balanced exchange of students between Parties. Evaluation of exchange balances will be conducted annually and reported between Parties. The Program will remain in effect or be terminated per the terms of the Agreement with consideration of the ability of both Parties to balance the exchange.

At no time will the exchange balance be allowed to exceed (insert number) (#) semesters. If the balance exceeds (insert number) (#) semesters:

- a. The Party that has sent the greater number of students must suspend sending Exchange Students until the balance is restored.
- b. The Party that has sent the lesser number of students may increase the number of Exchange Students it sends by mutual agreement until the balance is restored.
- c. The Party that has sent the lesser number students may agree to continue to accept undergraduate students, but these undergraduate students shall pay full tuition and a fee as required by the receiving Party until a balance is restored.

The Exchange Student(s) will pay tuition to his/her home Institution at the rate established by the home Institution. The host Institution agrees to waive the cost of an Exchange Student’s tuition. It is understood by both Parties that the waiver of tuition is granted based on available funds. Exchange Students are responsible for any per-credit fees assessed for courses taken in excess of full-time status. Furthermore, student service and activity fees are not considered a component of tuition, and Exchange Students are responsible for paying all such fees themselves.

WSU and Collaborator will communicate annually to determine the number of Exchange Students to be accepted during the subsequent academic year.

3. Enrollment

The normal period of enrollment for Collaborator Exchange Student(s) studying for one year at WSU should be the fall semester through the spring semester of one WSU academic year. The period of enrollment for WSU students studying at Collaborator for one year should be from the fall term through the spring term of the Collaborator academic year.

- a. Exchange Students must maintain full-time enrollment:
 - The normal academic load for full time undergraduate study at WSU is defined as twelve (12) to eighteen (18) semester credit hours per semester.
 - The normal academic load for full time study at Collaborator is (insert number) (#) credits per term.

Exchange Students wishing to withdraw prior to the end of their exchange must get approval in writing from both Parties.

4. Eligibility of WSU Student Applicants for the (name) RSEP Program

This exchange program is open to all undergraduate students, regardless of college.

- a. By the beginning of the exchange period for which they are applying, WSU undergraduate applicants must have:
 - Successfully completed one (1) year of university classes, and
 - Earned a minimum cumulative grade point average of 3.0 on a 4.0 scale.
- b. By the beginning of the exchange period for which they are applying, Collaborator undergraduate applicants must have:
 - Successfully completed (insert number) (#) years of university classes,
 - Earned a minimum cumulative grade point average of 3.0 on a 4.0 scale, and
 - Satisfied WSU's English proficiency requirements in force at time of student application. See: <http://admission.wsu.edu/requirements/international.html> for current requirements.

5. Exchange Student Selection and Screening

Collaborator must receive all application materials and documents by the (Enter date) for fall and/or academic year enrollment. For WSU, application materials must be received by the (Enter date) deadline for fall and/or academic year enrollment. These deadlines also apply to applications received from a substitute or alternate nominee.

Insofar as possible, the Liaison at the receiving Party will inform the Liaison at the sending Party in writing regarding the admission of its nominee(s) by (Enter date) for fall entry. The host Institution reserves the right to determine the final admission eligibility of each Exchange Student nominee.

A complete set of application materials will normally consist of the following:

- Host Institution application forms (including health clearance and reference forms);
- Official copy of applicant's academic transcript;
- Two (2) letters of recommendation written by faculty members acquainted with the applicant; and
- For WSU, Proof of English Proficiency

All Exchange Students must have a valid student visa issued by the host country for the duration of their stay. Exchange Students may not stay beyond the expiration of their student visa. Exchange Students shall be responsible for obtaining their own visas and completing the required immigration formalities, and for obtaining the travel and other related documents needed to pursue studies at the host Institution.

6. Responsibilities

Both Parties shall:

- Provide each other with exchange applications, Institutional catalogs, course listings and descriptions, and other academic material pertinent to the selection of courses by Exchange Students on a regular basis, or make these materials available on their website.
- Provide accepted Exchange Students with a formal letter of admission and other documents as may be required for establishing their student visa status and other purposes. All students attending WSU under this agreement will be processed under the J-1 Exchange Visitor program.
- Provide tuition to Exchange Students as agreed in compliance with state and/or locally governing law.
- Assign admitted Exchange Students to the appropriate school, department, division or faculty, and to appropriate academic advisors.
- Permit Exchange Students the same freedom of choice in course selection as regularly enrolled students at the host Institution, to the extent that their language competence allows.
- Conduct a pre-departure student orientation that includes a summary of this agreement.
- Conduct new student orientation and assist students in settling into campus life.
- Make available all student services and facilities as available to regularly enrolled students.
- Send one (1) official transcript of grades for each Exchange Student to the Liaison at the home Institution after completion of each academic semester.
- Notify the home Institution of the nature and amount of any additional funding the Exchange Student receives, such as a stipend or scholarship, so that the home Institution may comply with financial aid guidelines.
- Notify the other Party immediately, in writing, of any changes in the academic status of the Exchange Students.

7. Housing

WSU will place all Collaborator Exchange Students in university housing for the duration of their exchange period. Exchange Students are not permitted to live off campus unless campus housing is unavailable. If university housing is unavailable, WSU will assist Exchange Students in finding accommodation for the duration of their exchange period.

Collaborator will place all WSU Exchange Students in university-sponsored housing facilities, preferably on-campus or in a home-stay. If university housing is not available at Collaborator, the Housing Office will assist WSU Exchange Students in finding accommodation for the duration of their study period. Exchange Students are responsible for their housing fees; remittance will be made directly to the host Institution.

8. Conduct of Exchange Students

Exchange Students will be expected to abide by the laws of the host country and the policies and regulations of the host Institution. Students must maintain satisfactory, full-time academic performance as defined by the host

Institution.

The host Institution may dismiss Exchange Students from the Program for violating the rules and regulations of the host Institution or failing to maintain satisfactory academic performance during the exchange period. The host Institution will consult with appropriate officials of the home Institution prior to the imposition of any disciplinary action or sanction. [WSU Standards of Conduct for Students](#).

9. Payment

Parties agree to the following program costs:

- a. Grant an exemption of tuition for incoming Exchange Students. This exemption does not cover additional course fees such as laboratory charges or credits above full time enrollment.
- b. Send one (1) official transcript of grades for each Exchange Student to the Liaison at the home Institution after completion of each academic term (semester). Exchange Students must be allowed to purchase additional copies of their transcript.

Parties will inform out-going Exchange Students that they are responsible for any and all personal expenses including, but not limited to, the following:

- Transportation and expenses to and from the host Institution;
 - Room and board costs, including laundry fees and mandatory dormitory dues;
 - All student health and wellness fees;
 - Textbooks and other related education supplies;
 - Mandatory student recreation center fees;
 - All personal costs in the host country (clothing, entertainment, incidentals, etc.);
 - Medical/Health/Dental Insurance as required by the host Institution;
 - Any medical/health costs that are not covered by insurance;
 - Any additional course fees, such as laboratory charges; and
 - Any mandatory user fees that may be imposed by the host Institution (including late fees and fines).
- c. The Parties agree that due to the reciprocity nature of this Agreement, there will be no billing.