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Membership Agreement

The National Student Exchange is an institutional membership consortium whose purpose is to operate for the benefit of member colleges and universities in the United States, its territories, and partner universities in Canada. NSE assists contracting institutions in providing opportunities for their students to exchange for up to one calendar year to a member institution of higher learning in another area of the United States, its territories, and with partner universities in Canada.

This completed and approved *NSE Membership Agreement* entitles the contracting institution to membership in, and services provided by, the National Student Exchange as detailed in the *NSE Handbook*. This *NSE Membership Agreement* complies with United States Department of Education regulations for disbursement of federally-funded financial aid to students exchanging under a consortium agreement. Filing this single, one-time form with NSE takes the place of signing separate agreements with each NSE member college and university. As it relates to the award and disbursement of federally-funded financial aid, the following conditions apply:

- The student's home institution will grant the degree.
- Both home and host institutions will enroll the exchange student.
- Awards will be based on the real budget or cost of attendance.
- The host institution will verify the student's enrollment at the end of the third week of each term.

The parties below hereby enter into an agreement through which the National Student Exchange will facilitate the exchange of students between the institution named below (contracting institution) and the colleges and universities holding membership in the National Student Exchange. These parties agree to be bound by the policies and procedures detailed in the *NSE Handbook* and summarized in the *NSE Terms of Participation (2004)*. In signing this agreement the contracting institution signifies that it has read and will abide by NSE policies and procedures. (Use the reverse side of this form to identify any exception, amendment, or modification to NSE policies and procedures.)

This form requires the signature of the National Student Exchange campus coordinator and an official of the contracting institution empowered to approve membership in the National Student Exchange. This *NSE Membership Agreement* remains in force until expressly modified or terminated in writing by either the contracting institution or the National Student Exchange.

Contracting Institution UNIVERSITY OF PUERTO RICO-MAYAGUEZ CAMPUS

NSE Coordinator (print name) Gildreth González

Signature *Gildreth González*

Date September 10, 2004

For the Institution Name (print) Dr. Jorge I. Vélez Krocho

Title (print) Chancellor

Signature *[Signature]*

Date Sept 17, 2004

Approved for the National Student Exchange by Bette Worley, President

Signature _____

Date _____

Distribution:

- original to NSE (NSE will sign and return a signed copy to the campus NSE coordinator.)
- copy to NSE Coordinator along with *NSE Terms of Participation (2004)* and NSE membership roster
- copy to campus financial aid office along with *NSE Terms of Participation (2004)* and NSE membership roster

Return to:
NATIONAL STUDENT EXCHANGE
4656 West Jefferson Blvd., Suite 140 • Fort Wayne, IN 46804
Phone: 260/436-2634 • Fax: 260/436-5676 • bworley@nse2.org

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Terms of Participation (2004)

The National Student Exchange is a not-for-profit, institutional membership consortium whose purpose is to operate for the benefit of member colleges and universities in the United States, its territories, and partner universities in Canada. NSE assists contracting institutions in providing opportunities for their students to exchange for up to one calendar year to a member institution of higher learning in another area of the United States, its territories, and with partner institutions in Canada.

The National Student Exchange is the only program of its kind and serves as a national resource for inter-institutional study. NSE offers study opportunities at diverse university settings and provides access to a wide array of courses and programs; field experiences, co-op, and internship options; and resident assistant, honors, and study abroad opportunities. The program is complemented by a tuition reciprocity system which allows students to attend their host institution paying either the in-state tuition/fees of their host institution or the normal tuition/fees of their home campus.

The National Student Exchange (hereafter referred to as NSE) and the institution entering into agreement with NSE (hereafter referred to as the contracting institution) agree to be bound by the policies and procedures detailed in the *NSE Handbook* and summarized in the following *NSE Terms of Participation* regarding the exchange of students through NSE between the contracting institution and other NSE member colleges and universities.

TUITION RECIPROCITY

The National Student Exchange is a tuition-reciprocal exchange program which utilizes two plans for tuition/fees payment to accommodate the disparate administrative and legal requirements under which institutions of higher learning are able to accommodate such reciprocity. Under each payment plan described below, students also pay the costs for room and meals to the host campus and are responsible for their own personal expenses, including transportation to and from the host campus. Each contracting institution determines the tuition/fee payment plan(s) under which it can legally operate.

A. Plan A

Under this payment plan, the exchange student pays the in-state (resident) or in-province tuition/fees of the host campus directly to that campus.

B. Plan B

Under this payment plan, the student pays tuition/fees of the home campus directly to that campus. Students who normally pay non-resident tuition/fees to their home campus should expect to continue to do so while on exchange. The student enrolls at the host campus neither paying tuition/fees to the host campus nor having money sent from the home campus to the host campus for payment of those fees.

ADMINISTRATION AND GOVERNANCE

A. NSE Central Office

The NSE Central Office provides on-going guidance and support for member campuses; communicates with member institutions; maintains consortium files and financial records; develops and distributes, in print and electronic format, promotional materials and publications; maintains a contact directory for campus coordinators; publishes a monthly newsletter; maintains an Internet ListServ; orients new coordinators to their NSE responsibilities; coordinates a mentoring program for new coordinators; maintains a Web site for students, prospective members, and a password-protected site for campus coordinators; plans and executes the annual conference; conducts program evaluations; develops and expands the membership network; and represents NSE to prospective member campuses, educational associations, government agencies, and other appropriate organizations.

B. NSE Council

National Student Exchange governance is provided by a Council which is composed of seven individuals, five of whom are elected by and represent each of the regions in which NSE operates. The remaining two members are the President and Vice President of NSE. Ad hoc additions to the Council are made as deemed necessary. The purpose of the Council is to serve as directors of the corporation and to assist with program development and decision making in the NSE Central Office.

MEMBERSHIP

Membership is open to regionally-accredited, baccalaureate-level colleges and universities in the United States, its territories, and Canada that are willing to provide administrative and financial resources necessary to NSE program implementation and operation. Acceptance of new members is based largely on the consortium's desire to provide academic, cultural, ethnic, and geographic diversity to existing exchange options and to broaden institutional representation in areas of high student interest.

MEMBERSHIP OBLIGATIONS

A. NSE Policies and Procedures

The contracting institution agrees to administer its exchange program in compliance with the policies and procedures detailed in the *NSE Handbook*. Any digression from *NSE Handbook* policy and procedure must be detailed in writing, appended to the *NSE Membership Agreement*, and be approved by the National Student Exchange.

B. Designation of a Campus Coordinator

Each contracting institution designates an individual to serve as coordinator for the campus NSE program. The extent to which an institution takes full advantage of the opportunities offered through NSE membership is largely determined by the coordinator who must stimulate the interest of prospective exchange participants and provide a framework in which the exchange program will be administered by the institution. NSE responsibilities are similar to those of individuals who coordinate study abroad or international exchanges on the campus. The NSE coordinator is responsible for:

- administering all aspects of NSE at the institution as defined in the *NSE Handbook* and summarized in this document
- serving as the liaison with the NSE Central Office, with other NSE member institutions, and with NSE exchange participants
- abiding by the appended *Principles of Professional Practice for NSE Coordinators*

C. Coordinator Responsibilities

1. Obligations to Students

- **Outgoing Students**

The coordinator at the home institution is responsible for coordinating all procedures related to sending students out on exchange. Home coordinator responsibilities include promoting the program; distributing information and materials; approving and selecting applicants; preparing for placement; pre-placement advising; placing students; assisting with advising agreements; and, for Plan B (home payment) students, arranging for tuition/fee payment billings.

- **Incoming Students**

The NSE coordinator at the host institution is responsible for coordinating all procedures related to accepting and enrolling exchange students on the host campus and acting as their advocate in dealing with the various administrative offices such as admissions, registration, fee payment, housing, and other campus-related services. Responsibilities to incoming students include assisting them with registration; ensuring that all students are enrolled; orienting incoming students to the campus; verifying their enrollment to the home campus coordinator and the NSE Central Office; and assisting students with the administrative details necessary to return to their home campuses.

- **Returning Students**

Both host and home coordinators play important roles in the student's return to the home campus. Responsibilities of the host coordinator include informing students of necessary check-out procedures as well as procedures for procuring an official transcript of the exchange work. The home coordinator is responsible for maintaining contact with their students during exchange; forwarding appropriate re-entry information, class schedules, registration forms and specific instructions for registration, and on-campus housing information; and ensuring that the work completed at the host campus is credited to the student's permanent record as negotiated in the advising agreement.

2. Annual Membership Fees

NSE assesses an annual membership fee, the amount of which is reviewed and approved each year by the NSE Council. The NSE membership/fiscal year is July 1 through June 30. Ninety (90) days prior to the beginning of the membership year, the contracting institution is billed by NSE. Fees are payable July 1 and are non-refundable. Fees are owed regardless of subsequent withdrawal. Late fees are assessed for payments made after September 1. Any institution which has not paid its fees by December 31 may have its membership terminated. Termination of membership for failing to pay membership fees does not abrogate the responsibility of the contracting institution or NSE to provide benefits in accordance with these *NSE Terms of Participation* for exchanges begun prior to such termination or negotiated prior to the termination.

3. Student Application Fees

The contracting institution is responsible for remitting an NSE application fee for each student submitting an application for exchange, including applications for students placed at the annual conference, post-conference, or mid-year. The amount of the NSE application fee is reviewed and approved each year by the NSE Council. The obligation for fee payment is based on the date the application is received by the NSE coordinator, not the period of time for which the student actually exchanges. Fees are owed regardless of placements made, placements declined, or withdrawal after placement acceptance; and are due in the NSE Central Office July 1 for applications received from

ship Agreement is considered the consortium agreement under Federal Pell Grant regulations. Separate or individual consortium agreements with other NSE member institutions are not necessary.

F. Advising Agreement

It is the responsibility of the home campus coordinator to inform students about the necessity of developing a written advising agreement. The advising agreement is a document which lists all of the possible courses to be taken during exchange and a designation as to how the completed courses will fit into the student's academic program. It is the student's responsibility to secure such an agreement prior to leaving the home campus for exchange. The advising agreement acts as a formal contract between the student and the home institution that courses completed under the agreement are applicable to the student's academic program as stated.

G. Release of Information/Family Rights and Privacy Act

In compliance with federal regulations under the *Family Rights and Privacy Act of 1974*, students are responsible for specifying persons or agents who may have access to their records. As part of the placement acceptance process, NSE students give permission to their home and host institution NSE campus coordinators and to the National Student Exchange Central Office to collect and release information (e.g., letters of recommendation, transcripts, financial status with the campus, report of conduct, and medical/counseling records) as it is appropriate to their exchange participation, continuation, or termination. Students also agree that home and host campuses may disclose to one another, to the National Student Exchange, and to parents, legal guardian, or spouse any information which may impact their mental health or physical well-being while on exchange. The "exchange" extends from the time of placement until the receipt of the official transcript by the home campus of the work attempted at the host campus.

H. Insurance

NSE does not require and does not provide health insurance for exchange students. It is the student's responsibility, therefore, to ensure that he/she has adequate coverage for the period and place of exchange. Home and/or host campuses may require purchase of such insurance.

I. Host Campus Registration and Course Access

Priority registration for incoming NSE students is welcome. At minimum, incoming NSE students should register for courses in the same manner and time frame as the institution's currently enrolled, degree-seeking students of the same class standing. Registration in courses is based on availability of offerings and cannot be guaranteed. Students are expected to meet all course pre-requisites.

J. Host Campus Benefits

Exchange students shall be afforded all rights and benefits (e.g., access to health, recreational and athletic facilities; participation in student organizations; access to university support services and offices, etc.) in the same manner as any student native to the host institution. The privilege of exchange may be revoked if the student fails to: 1) remain enrolled full-time at the host institution, 2) maintain acceptable academic standards defined by both the home and host institutions, 3) abide by the behavioral standards of the host institution, or 4) pay financial obligations to the home or host institution.

K. Rules and Regulations

It is the responsibility of the host campus coordinator to inform incoming exchange students of the host institution's academic regulations and standards, financial obligations and payment policies, student code of conduct, and NSE policies regarding their stay. The host coordinator is also responsible for ensuring that students have been properly informed, in writing, of their responsibilities as well as their rights. Failure of the student to conform to rules and regulations may result in the termination of exchange

participation and further disciplinary action may be taken by the student's host and/or home campuses.

L. Outstanding Financial Obligations

Home and host campus coordinators are expected to work together to resolve debts incurred by students during their participation in the National Student Exchange. Failure to make full payment of all required fees or to resolve other debts to the home or host institutions (e.g., tuition, fees, room meals, unreturned equipment, over-due short-term emergency loan, lost library books, or other obligations required by the home or host institution) may result in the cancellation of registration or disenrollment at the host campus in the subsequent term or by the home institution following the period of exchange at the host campus. All financial obligations should be fulfilled by the student to both the home and host institutions prior to further enrollment at either institution, releasing of transcripts from either institution, and/or awarding diplomas.

M. Transcripts

The host campus generates a transcript for the exchange work in the same manner as it does for its regularly enrolled students.

N. Transcribing Exchange Work

The home campus coordinator should verify that host campus transcripts have been received and that the work completed on exchange has been entered on the permanent record at the home institution and credited to the student's program of study as negotiated in the advising agreement.

O. Institutional Waivers and Releases

Contracting institutions are strongly encouraged to utilize for NSE students, as they would for their own students studying abroad, institutional waivers, disclaimers, and/or hold-harmless statements as well as documentation which identifies the responsibilities assumed by students when they participate in the National Student Exchange.

NSE MEMBERSHIP AGREEMENT

Institutions belonging to the National Student Exchange must sign a one-time *NSE Membership Agreement* in which the contracting university agrees to abide by the policies and procedures detailed in the *NSE Handbook* and summarized in these *NSE Terms of Participation*.

A. Effective Date

The *NSE Membership Agreement* is effective upon the receipt in the NSE Central Office of a duly signed agreement by the contracting institution.

B. Duration

The *NSE Membership Agreement* remains in force as long as it is not expressly terminated in writing by either party.

C. Modification

The *NSE Membership Agreement* may be amended, in writing, with the mutual consent of NSE and the contracting institution.

D. Termination

The *NSE Membership Agreement* may be terminated by written notification from either party and in compliance with provisions detailed below in these *NSE Terms of Participation*.



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www.nse.org bworley@nse2.org



Member Colleges and Universities 2004-2005

ALABAMA

Alabama A & M University
Alabama State University
Tuskegee University
University of Alabama

ALASKA

University of Alaska Anchorage
University of Alaska Fairbanks
University of Alaska Southeast

ARIZONA

Northern Arizona University
University of Arizona

ARKANSAS

Arkansas State University

CALIFORNIA

California Polytechnic State
University, San Luis Obispo
California State Polytechnic
University, Pomona
California State University,
Bakersfield
California State University, Chico
California State University, Fresno
California State University, Hayward
California State University,
Los Angeles
California State University,
Monterey Bay
California State University,
Northridge
California State University,
San Bernardino
Humboldt State University
San Jose State University
Sonoma State University

COLORADO

Mesa State College
University of Northern Colorado
Western State College of Colorado

CONNECTICUT

Eastern Connecticut State University
University of Connecticut

DISTRICT OF COLUMBIA

Howard University

FLORIDA

Florida International University
New College of Florida
University of South Florida
University of West Florida

GEORGIA

University of Georgia
Wesleyan College

GUAM

University of Guam

HAWAII

University of Hawaii at Hilo
University of Hawaii at Manoa

IDAHO

Boise State University
Idaho State University
University of Idaho

ILLINOIS

Illinois State University
Northeastern Illinois University

INDIANA

Ball State University
Indiana University-Purdue
University Fort Wayne

IOWA

Iowa State University
University of Northern Iowa

KANSAS

Fort Hays State University
Kansas State University
Wichita State University

KENTUCKY

Morehead State University
Murray State University
University of Kentucky
University of Louisville

LOUISIANA

Grambling State University
Louisiana State University
Louisiana Tech University
Southern University
University of New Orleans

MAINE

University of Maine
University of Maine at Farmington
University of Maine at Presque Isle
University of Southern Maine

MARYLAND

Bowie State University
St. Mary's College of Maryland
Towson University

MASSACHUSETTS

Bridgewater State College
University of Massachusetts
at Amherst
University of Massachusetts
at Boston
Westfield State College

MICHIGAN

Ferris State University
Michigan Technological University

MINNESOTA

Minnesota State University, Mankato
Minnesota State University Moorhead
University of Minnesota, Morris
University of Minnesota, Twin Cities

MISSISSIPPI

Jackson State University
Mississippi State University
University of Mississippi