

NSE Membership Agreement



The National Student Exchange is a not-for-profit, membership consortium of regionally-accredited, four-year colleges and universities in the United States, its territories, and Canada. The campuses have joined together for the purpose of exchanging students and providing opportunities for inter-institutional cooperative programming by and between NSE member institutions.

NSE facilitates study away experiences, thus fitting into university initiatives for globalization and diversity. Students have access to a wide array of courses, programs, facilities, field experiences, co-ops, internships, student life experiences, and other campus program options offered by NSE's member colleges and universities. The sharing of institutional resources opens up opportunities for creative and cost-effective programming, research projects and expanded utilization of facilities among member campuses.

The program is tuition-reciprocal whereby participating students attend their host institution paying either the in-state or in-province tuition and fees of their host institution or the normal tuition and fees of their home campus.

This signed *NSE Membership Agreement* entitles the contracting institution to membership in, and services provided by, the National Student Exchange in support of the exchange of students by and between its member colleges and universities. In signing this agreement, the contracting institution agrees to be bound by the policies and procedures detailed in the *NSE Handbook* and summarized in the *NSE Terms of Participation (2013)*. Any digression from NSE policy and procedure must be detailed in writing, appended to the *NSE Membership Agreement*, and be approved by the National Student Exchange.

This form constitutes a consortium agreement by and between National Student Exchange members as it relates to the awarding and disbursing of Title IV Student Assistance. The U.S. Department of Education has determined that this form meets the requirements of consortium agreements by and between eligible institutions. Separate or individual (institution: institution) agreements are not necessary. See the reverse side for additional information on Title IV Student Assistance.

This form requires the signature of the NSE 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) Wilma Santiago Gabrielini

Signature

Date April 22, 2013

For the Institution

Name (print) Dr. Jorge Rivera Santos Title (print) Chancellor

Signature

Date April 22, 2013

Approved for the National Student Exchange by Bette Worley, President

Signature

Date 5-8-13

Distribution:

- Original to NSE (NSE will sign and return two copies and two membership rosters to the campus NSE coordinator.)
- NSE Coordinator keeps one signed copy and roster and sends the other copy and roster to the Financial Aid Office.

NATIONAL STUDENT EXCHANGE

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National Student Exchange Policy

Title IV Student Assistance

- **Plan A** – For Plan A (in-state or in-province tuition and fees paid to the host campus), aid is applied for and disbursed from the student's host college or university in the same manner as the institution funds its native students.
- **Plan A Exception** – A member campus may choose to fund its own outgoing Plan A students. If they choose to do so, NSE policy requires that the campus also fund its incoming Plan A students.
- **Plan B** – Plan B (normal tuition and fees paid to the home campus) students apply for, and have their aid disbursed from, their home institution. Plan B students should remain registered at their home institution in a holding course with full-time enrollment.
- **To and From Canada** – Students going to or coming from a college or university in Canada are always funded by their home campus regardless of whether or not the student chooses to exchange under Plan A or Plan B.

U.S. Department of Education Title IV Student Assistance

This section provides information regarding the administration of U.S. Federal financial aid for students participating in exchange programs under the auspices of the National Student Exchange (NSE). The United States Department of Education (the Department) has determined that the information included in this document meets the requirements for a consortium agreement as provided in the Department's regulations at 34 CFR 668.5(a) *Written arrangements between eligible institutions*, and is considered to be by and between eligible NSE member institutions. Separate or individual (institution: institution) agreements are not necessary for students participating in the NSE exchange program.

Student Eligibility

Student eligibility for Title IV funds is defined in the Department's regulations at 34 CFR 668.32. Eligible students may participate in NSE sponsored exchanges for a single term, an academic year, or for a calendar year and are expected to return to their home institutions to complete their degree program following their exchange. Under the NSE exchange program the student must be enrolled full-time at the host institution. The NSE agreement also requires that, following the period of exchange, the student must request that an official academic transcript be sent to the student's home institution. The exchange is not complete until the exchange work has been entered on the home institution's record. For financial aid purposes, academic transcripts may be required by the home institution at the completion of each academic term.

Eligibility, Award, and Disbursement

The NSE member institution that is responsible for the disbursement of student aid and for monitoring student eligibility requirements is determined by NSE policy.

In accordance with NSE policy, Title IV financial aid is awarded by and disbursed from the institution where tuition and fees are paid. Financial aid awards, regardless of whether they are disbursed from the home or host NSE member institution, must be based on a real budget¹ that includes tuition and fees at the institution where they are paid and on the room, meals, incidentals, host institution travel, and transportation from the home institution to the host institution.

Verification of Enrollment

By the third week of each term, the NSE host institution coordinator verifies, using NSE's on-line student database, the enrollment for each student who has been placed at the institution. The home institution coordinator, using enrollment information from NSE's on-line verification student database, provides enrollment information to the home institution's financial aid office. The host institution NSE coordinator is responsible for monitoring enrollment throughout the term and advising the home institution NSE coordinator if the student's enrollment has dropped below full-time. The institution that disbursed federal financial aid will be responsible for determining and if necessary paying refunds or repayments resulting from the student's withdrawal from classes.

A student whose home institution is a U.S. institution must comply with enrollment reporting requirements to the National Student Loan Data System (NSLDS).

NSE Membership Roster

The National Student Exchange membership roster is available at www.nse.org. To ensure that financial aid offices have an up-to-date roster of participating institutions, NSE will provide an annual roster to the institution's financial aid officer identified by the NSE coordinator for the institution. NSE will identify, on its membership roster for financial aid purposes, those institutions that are Plan A exceptions.

¹With the exception of costs for transportation to the location of the host campuses, NSE's on-line *Campus Budgets* detail the real budgets for each of its member colleges and universities including tuition and fees, room, meals, books/supplies, personal expenses, travel, and health insurance. For any U.S. student funded by a U.S. home institution budgets must be consistent and in compliance with Title IV guidance.



Membership

ALABAMA

Alabama A & M University
Alabama State University
University of Alabama
University of Alabama
at Birmingham
University of Montevallo

ALASKA

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

ALBERTA

University of Calgary

ARIZONA

Northern Arizona University
University of Arizona

ARKANSAS

Arkansas State University

BRITISH COLUMBIA

University of Northern
British Columbia

CALIFORNIA

California Polytechnic State
University, San Luis Obispo
California State University,
Bakersfield
California State University, Chico
California State University, East Bay
California State University,
Monterey Bay
California State University,
Northridge
California State University,
San Bernardino
Sonoma State University

COLORADO

Adams State University
Colorado Mesa University
Colorado State University-Pueblo
Fort Lewis College
University of Colorado
at Colorado Springs
University of Northern Colorado
Western State Colorado University

CONNECTICUT

Eastern Connecticut State University
Southern Connecticut State University¹
University of Connecticut-Storrs

FLORIDA

Florida International University
New College of Florida

GEORGIA

University of Georgia

GUAM

University of Guam

HAWAII

University of Hawaii at Hilo
University of Hawaii at Manoa

IDAHO

Boise State University
Lewis-Clark State College
University of Idaho

ILLINOIS

Eastern Illinois University

INDIANA

Indiana University-Purdue
University Fort Wayne
Indiana University-Purdue
University Indianapolis

IOWA

Iowa State University
University of Northern Iowa

KANSAS

Fort Hays State University
Wichita State University

KENTUCKY

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

LOUISIANA

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

MAINE

University of Maine at Farmington
University of Maine at Presque Isle

MANITOBA

Brandon University

MARYLAND

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

MASSACHUSETTS

Bridgewater State University
Massachusetts College
of Liberal Arts
University of Massachusetts
at Amherst
University of Massachusetts
at Boston
Westfield State University
Worcester State University

MICHIGAN

Ferris State University
Oakland University
University of Michigan-Flint¹

MINNESOTA

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

MISSISSIPPI

Jackson State University
Mississippi State University

MISSOURI

Missouri State University
University of Missouri-St. Louis

MONTANA

Montana State University
University of Montana

NEBRASKA

University of Nebraska at Kearney

NEVADA

University of Nevada, Las Vegas

NEW HAMPSHIRE

Keene State College
Plymouth State University
University of New Hampshire

NEW JERSEY

New Jersey City University¹
Ramapo College of New Jersey
Rutgers School of Arts and Sciences
The College of New Jersey
William Paterson University
of New Jersey

NEW MEXICO

New Mexico State University
University of New Mexico

NEW YORK

Binghamton University
Queens College,
City University of New York
Skidmore College
Stony Brook University
SUNY College at Buffalo
SUNY Plattsburgh
SUNY Potsdam

NEWFOUNDLAND and LABRADOR

Grenfell Campus, Memorial University
of Newfoundland

NORTH CAROLINA

North Carolina A & T University
North Carolina Central University
North Carolina State University
University of North Carolina
at Asheville

NORTH DAKOTA

North Dakota State University¹

NOVA SCOTIA

Cape Breton University

OHIO

Cleveland State University
Kent State University
University of Toledo

OKLAHOMA

East Central University
Oklahoma State University

OREGON

Eastern Oregon University
Portland State University
Southern Oregon University
University of Oregon
Western Oregon University

PENNSYLVANIA

California University
of Pennsylvania
East Stroudsburg University
of Pennsylvania
Indiana University of Pennsylvania
utztown University of Pennsylvania
West Chester University
of Pennsylvania

PUERTO RICO

Inter American University
of Puerto Rico, Barranquitas
Inter American University
of Puerto Rico, San German
Polytechnic University of Puerto Rico
Universidad del Sagrado Corazon
University of Puerto Rico, Bayamon
University of Puerto Rico, Cayey
University of Puerto Rico, Humacao
University of Puerto Rico, Mayaguez
University of Puerto Rico, Rio Piedras

QUEBEC

Bishop's University
Universite de Montreal
Universite de Sherbrooke
Universite du Quebec a' Montreal

RHODE ISLAND

Rhode Island College
University of Rhode Island

SASKATCHEWAN

University of Regina

SOUTH CAROLINA

College of Charleston
South Carolina State University
University of South Carolina-
Columbia
Winthrop University

SOUTH DAKOTA

Dakota State University
South Dakota State University
University of South Dakota

TENNESSEE

East Tennessee State University
Tennessee State University
University of Memphis
University of Tennessee
at Chattanooga
University of Tennessee at Martin
University of Tennessee Knoxville

TEXAS

Prairie View A & M University
Texas A & M University-Kingsville
Texas State University, San Marcos
University of North Texas
University of Texas at San Antonio
University of Texas Pan American

U.S. VIRGIN ISLANDS

University of the Virgin Islands
at St. Croix
University of the Virgin Islands
at St. Thomas

UTAH

Southern Utah University
University of Utah
Utah Valley University

VERMONT

Johnson State College

VIRGINIA

Virginia State University

WASHINGTON

Central Washington University
University of Washington

WEST VIRGINIA

Marshall University
West Virginia University

WISCONSIN

University of Wisconsin-Eau Claire
University of Wisconsin-Green Bay
University of Wisconsin-La Crosse
University of Wisconsin-Oshkosh
University of Wisconsin-Platteville
University of Wisconsin-River Falls
University of Wisconsin-Stout
University of Wisconsin-Superior

WYOMING

University of Wyoming

¹ Membership Pending





National Student Exchange and Title IV Student Assistance

Refer to the back of the *NSE Membership Agreement*
for additional information.

National Student Exchange Policy Regarding Title IV Student Assistance

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- **Plan A** – For Plan A (in-state or in-province tuition and fees paid to the host campus), aid is applied for and disbursed from the student's host college or university in the same manner as the institution funds its native students.
- **Plan A Exception** – A member campus may choose to fund its own outgoing Plan A students. If they choose to do so, NSE policy requires that the campus also fund its incoming Plan A students. (See below for additional information.)
- **Plan B** – Plan B (normal tuition and fees paid to the home campus) students apply for, and have their aid disbursed from, their home institution. Plan B students should remain registered at their home institution in a holding course with full-time enrollment.
- **To and From Canada** – Students going to or coming from a college or university in Canada are always funded by their home campus regardless of whether or not the student chooses to exchange under Plan A or Plan B.

Plan A Exception

While NSE policy requires that students participating in Plan A (in-state or in-province tuition and fees paid by the student to their host campus) apply for, and have their aid disbursed from, their host college or university, a small number of NSE members also fund their own outgoing Plan A students to ensure access to state tuition grants or institutionally-based scholarships. In choosing to fund their outgoing Plan A students, these institutions remain obligated, by NSE policy, to provide Title IV Student Assistance to their eligible incoming Plan A students.

Listed below are campuses which intend to fund their outgoing Plan A students for 2013-2014. Host NSE campuses should not process applications for Plan A students from these universities.

- California State University, Monterey Bay
- Central Washington University
- Colorado State University-Pueblo
- Eastern Oregon University
- Iowa State University
- North Carolina A & T University
- North Carolina Central University
- Stony Brook University
- SUNY College at Buffalo
- The College of New Jersey
- University of Alabama at Birmingham
- University of Idaho
- University of Maine at Presque Isle
- University of Memphis
- University of North Texas
- University of Tennessee at Chattanooga
- University of Wyoming
- West Chester University of Pennsylvania

The list of Plan A exception universities is subject to change during annual membership renewal in the summer of each year. Your NSE coordinator can access up-to-date Plan A exception information from *nse.org*, *Coordinators*, *Documents*, *Money Matters*, *Financial Aid Policies and Contacts*.

FAFSA Deadline and Campus Codes

NSE uses January 31 as a common FAFSA application deadline for students who have the potential for being placed on Plan A (in-state tuition and fees paid by the student to their host college or university) at any of their selected campuses. Students are instructed to put the code for all potential Plan A campuses on their FAFSA form. Students should also include the code for their home campus in case their NSE plans undergo a change. FAFSA Codes are listed in the *Campus Profiles* at *nse.org*, *Students*.

Cost of Attendance: Campus Budget Estimates

In accordance with NSE policy, Title IV financial aid is awarded by and disbursed from the institution where tuition and fees are paid. Financial aid awards, regardless of whether they are disbursed from the home or host NSE member institution, must be based on a real budget that includes tuition and fees at the institution where they are paid and on the room, meals, incidentals, host institution travel, and transportation from the home institution to the host institution.

NSE's Web site contains a resource called *Campus Budgets* which identifies the cost of tuition, room, meals and anticipated incidental expenses for each member campus. This is designed to assist the home campus financial aid office in calculating real budget figures. Financial aid officers can access this information at *www.nse.org*, *Students*, *Resources*, *Campus Budgets*.

Class Standing

For class-standing purposes, the easiest and most accurate method is to require transcripts that provide the host campus with the total credit hours completed and subsequent class standing dictated by those hours.

Student's Enrollment Status

Outgoing and incoming NSE students should be treated as normally as possible so as not to interrupt the matriculation status of the student or the operations and procedures of the participating campus.

- **At the Home Campus – Outgoing Students**

NSE students are degree-seeking students on their home campus and should remain in a registration status at their home campus while on exchange. Such enrollment tracks the student through the institution for record-keeping and audit purposes.

Plan A (pay host tuition) students should be registered in a course which generates no bill for tuition/fees, but continues to tie them to their home institution.

For **Plan B** (pay home tuition) students, a full-time registration satisfies the requirements for Title IV Student Assistance so that aid can be released to the student consistent with native students on the home campus. Most Plan B campuses create a 12-15 credit hour NSE holding course.

- **At the Host Campus – Incoming Students**

Students are required to be enrolled full-time while on exchange at their host campus.

Plan A (pay host tuition) students must be classified as matriculated, students in order to be eligible for Title IV Student Assistance.

How **Plan B** (pay home tuition) students are classified will vary with the policies of the individual campus. Some campuses simply treat and classify students as they do their native students. Others have various existing visiting categories that are appropriate, while others may have to create NSE or other official visiting categories.

Advising Agreement

The National Student Exchange requires that each outgoing exchange student consult with their academic advisor and commit to writing a list of potential courses to be taken while on exchange and an understanding of how the courses will be accepted into the student's academic program upon return to the home college or university. This advising agreement should be filed with the student's academic advisor, NSE coordinator, and the record's office. This agreement ensures that the work to be completed on exchange is pre-approved by the home institution and guides the records office in distributing the course work when the student returns from exchange.

Verification of Enrollment

By the third week of each term, the NSE host institution coordinator verifies, using NSE's on-line student database, the enrollment for each student who has been placed at the institution. The home institution coordinator, using enrollment information from NSE's on-line verification student database, provides enrollment information to the home institution's financial aid office. The host institution NSE coordinator is responsible for monitoring enrollment throughout the term and advising the home institution NSE coordinator if the student's enrollment has dropped below full-time. The institution that disbursed federal financial aid will be responsible for determining and if necessary paying refunds or repayments resulting from the student's withdrawal from classes.

Membership Rosters

Current membership rosters are available at nse.org, [Links to Member Campuses](#).

Financial Aid Contacts

Name and e-mail addresses for the financial aid officers at each member campus who work with the National Student Exchange can be found at www.nse.org, [Students](#), [Resources](#), [Campus Budgets](#).

Additional Information

For additional information, please contact:

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