To: International Services for Students (“ISS”)  
Simon Fraser University  
MBC 1200 - 8888 University Drive  
Burnaby, B.C. V5A 1S6, Canada  

I understand and acknowledge that the following provisions will apply during my exchange and I agree to the following:  

1. **Tuition and Fees.**  
   a) I will continue to pay all tuition, supplementary fees and special fees to SFU (including any co-op fees and distance education fee, if applicable), and will be exempted from paying tuition to the host institution. I will be paying tuition fees equivalent to ________ units for a part-time summer program (based on maximum units available). As an exchange participant, I am not eligible for the U-Pass Program for the term of my exchange.  
   b) I am responsible for the cost of any additional special courses or programs in which I enrol at the host institution or an affiliated institution (e.g. language courses for foreigners), either prior to or during the period of my exchange.  
   c) I am responsible for all costs associated with my participation in the exchange, including but not limited to, costs for: obtaining a student visa, medical insurance, travel insurance, property insurance, room and board (including housing application fees and deposits), orientation, additional fees at the host institution such as student union or recreation fees, books and supplies, local and international transportation and all personal expenses.  
   d) Following my confirmation of participation in the Exchange Program, I will be charged a $150, non-refundable, participation fee per institution (as of the 2019/20 academic year) to my SFU student account.  

2. **Academic Issues and Exchange Credit.**  
   a) I am expected to maintain my CGPA at the minimum required for the SFU exchange program (3.5 CGPA) and the host institution (if higher than 3.5) in order to remain eligible and nominated for the exchange program.  
   b) If I have outstanding fees or enrolment blocks with SFU by the start of the enrolment period for my exchange term, I will not be eligible for enrolment in the Formal Exchange Program (FEP).  
   c) SFU will enrol me in the SFU course FEP for each academic term of my exchange. Enrolment in the FEP course is a requirement for the Formal Exchange Program.  
   d) While on exchange I will be subject to (and will comply with) the academic regulations and codes of conduct of the host institution as well as all SFU Policies, rules, regulations and procedures. I understand that while I am on exchange in a foreign country/region that I am subject to the laws of that country/region.
c) Unless otherwise required by the host institution, I will be required to enrol at the host institution in the equivalent of a minimum of 1 SFU unit for a part-time summer term.

d) If nominated for a two-term exchange, I must be in Good Academic Standing (GAS) by the end of my first exchange term in order to continue. If I am not in good academic standing according to the host institution’s definition, I may be required to end my exchange early.

e) Coursework that I complete on exchange will transfer back to my SFU record as “Exchange Credit” so long as: I pass the course according to my host institution’s definition of ‘pass’; it is an academic, credit-bearing course and is listed on my official transcript from my host institution; it is not a duplicate of a course I have taken at SFU; and I apply for exchange credit. I understand that the grades I receive from my host institution while on exchange do not transfer back to SFU, and do not affect my SFU GPA.

f) I am responsible for arranging exchange credit at SFU (as administered by ISS) and I will do so in a timely manner. I understand that SFU expects me to apply for all exchange credit within 1 year of the end of my exchange. I understand that SFU is not responsible for my failure to ensure that the courses I enrol in at the host institution will be given appropriate exchange credit at SFU. I understand that depending on the content of each course I take on exchange, that it will either transfer back as: an exact match to an SFU course (eg CMNS 881); a subject match, but not an exact course match (eg CMNS 8XX); or general credit only in cases where SFU does not offer a related subject. Exchange credit instructions and timelines are posted online and apply to all students including those approaching graduation.

h) For the purposes of exchange credit administration I will be responsible for:

i) ensuring my official transcript from the host institution will be sent to International Services for Students; and

ii) providing ISS with detailed course outlines, and any other information as applicable, for each course that I attend at the host institution, and for which I seek exchange credit.

j) I am responsible for consulting with my academic program advisor(s) about how my exchange credit will apply to my graduation requirements. I understand that participation in an exchange program during my final term of study at SFU is not recommended and, due to exchange credit processing, will likely result in a delay in my graduation.

k) For the purpose of having exams invigilated at SFU I will be responsible for making all arrangements through SFU Registrar and Information Services and the host institution, and for paying all costs related to the invigilation of the exams. I understand that not all exam invigilation requests are permitted.

l) I understand that the host institution cannot guarantee availability, access to, or enrolment in specific courses or subjects during my exchange.
3. **Insurance.**

I am responsible for purchasing sufficient medical insurance based on my own needs to cover me while in the host country and while travelling, as well as appropriate levels of travel, liability, and property insurance. I understand that some countries/regions and/or certain institutions may require specific health and liability insurance coverages and it is my responsibility to ensure that I have appropriate amounts of each.

4. **Financial Aid and Awards.**

I am responsible for obtaining advice and information about student financial aid (loans, bursaries, scholarships, etc.) prior to, during, and following my exchange from the SFU Financial Aid and Awards Office and the Graduate and Postdoctoral Studies office. I am responsible for retaining a copy of this document to submit to the SFU Financial Aid and Awards Office, if applicable. I understand that if I require government issued student financial assistance (i.e. student loans), I must successfully complete and transfer the equivalent of at least 60% of a full-time course load, which is 9 SFU units. I am responsible for having my host institution sign my Completion of Studies Contract before returning to SFU, if applicable. I understand that not submitting this signed document upon my return may impact my future student loan applications.

5. **Logistics.**

I will be responsible for making all logistical arrangements for my exchange, including but not limited to, international and domestic transport, accommodations, and immigration documents. My host institution may provide information and/or assistance on these matters.

6. **Disability Accommodation, Health and Wellness.**

a) If I wish to receive accommodation for a disability (physical or mental) during the exchange program, International Services for Students strongly recommends that I register with the SFU Centre for Accessible Learning and inform them of my plans to participate in the exchange as early as possible, and at least 3 months in advance of the exchange program. I understand that the nature of academic accommodations offered at my host institution and the process to apply for them may be different from those available at SFU.

b) I am solely responsible for my own personal health and wellness while participating in the exchange program. This includes, but is not limited to, obtaining all necessary inoculations/vaccinations in advance of departure and bringing sufficient personal medical supplies (including prescription medication and certification when necessary) and ensuring that all medications can be legally brought into the desired country, and if necessary replenished in that country.

7. **Immigration.**

a) I am responsible for researching and obtaining (including any costs that are incurred) the proper immigration documents to travel to, and through, the country(ies)/region(s) in which my exchange is located, based on my citizenship.

b) Travel Registry: I am also strongly encouraged to register my travel plans for the exchange program and any additional travel with the Canadian Government or that of my citizenship.

c) I am responsible for ensuring the length of validity of my passport as is required by the country(ies) I will travel to, and through, for the duration of my exchange. I understand that it is
highly recommended to have an expiry of at least 6 months following the end of my exchange term.

8. Exchange 101

I will be required to complete a mandatory online Canvas pre-departure program (“Exchange 101”) through International Services for Students. As critical information is presented to students during the program, if I do not complete the program requirement I will be withdrawn from the Formal Exchange Program.

9. Accompanying Partner Dependents and/or Family.

If my dependents or partner/family members accompany me on my exchange, I will be personally responsible for all arrangements and understand that they are not participating in the exchange program. I understand that my host institution may or may not provide suitable accommodation. I also understand that accompanying individuals will not be covered by SFU liability insurance coverage and that SFU will not assume any liability for any costs, expenses or liabilities (including but not limited to any costs related to medical, legal or emergency expenses) associated with accompanying individuals.


   a) Within 1 month of my return to SFU, I will submit to ISS an electronic report (prepared in accordance with the guidelines available from ISS) on my exchange experience. I understand that this report will be used to build an on-line library to inform and educate prospective exchange students.

   b) Within 3 terms of my return to SFU, I am expected to participate in a minimum of 2 activities of student exchange program promotion (e.g. Outbound Exchange Pre-Departure Orientation, Study Abroad Fair, GPS Buddy Program, Study Abroad Ambassador Program). A list of available opportunities is posted on the SFU Study Abroad Returning Students website.


   a) If I withdraw from my exchange, different rules apply depending on whether I withdraw prior to or after the earliest of the following dates:

      i. the official start of my host institution’s exchange term;
      ii. the start of the SFU term in which I am registered for exchange (FEP); or
      iii. my host institution’s exchange cancellation deadline.

Withdrawing prior to the earliest of the above dates will not affect my status as a student at SFU (provided that I notify SFU International Services for Students in writing prior to such withdrawal). My FEP course will be removed and I will not be charged the tuition associated with this course. I remain responsible for all other fees associated with my exchange as indicated in section 1.b) and 1.c).

Withdrawing any time after the earliest of the above dates will make my cancellation subject to the withdrawal policies of one or both institutions and I may incur financial penalties including, but not limited to, paying full tuition and other fees, plus the costs indicated in section 1.b) and 1.c). This can also result in the loss of financial awards. At SFU the withdrawal policies are as stated in the SFU Calendar. The withdrawal policy at my host institution may be different, and I should consult with the host institution or ISS prior to my withdrawal for details.
I understand that it is my responsibility to confirm my host institution’s exchange cancellation
deadline (item iii. above) and that this information may not be publicly posted.

b) SFU reserves the right to terminate my exchange (e.g. non-payment of tuition or other fees in
arrears to SFU, being required to withdraw from SFU, failure to maintain enrolment as an active
SFU degree student, failure to comply with conditions of my exchange, providing false
information, having a record of academic dishonesty, not completing Exchange 101, failure to
meet the requirements of an exchange eligibility appeal approval, etc.) and SFU would then have
no obligation upon termination to place me in any institution with which SFU has a contractual
relationship.

c) SFU reserves the right to revoke my nomination to an affiliated institution if the location is no
longer determined appropriate for student exchange by SFU (e.g. if Global Affairs Canada issues
an “Avoid non-essential travel” or “Avoid all travel” advisory for the host location). In such an
occurrence, I understand that SFU would attempt to place me at another institution with whom
they have a formal affiliation, although they would have no obligation to do so.

d) As per item 2 f) SFU and the host institution reserve the right to terminate my two-term exchange
if I am not in Good Academic Standing, according to the host institution’s definition, after my
first exchange term. I acknowledge that I will be responsible for any costs associated with my
exchange, as stated under section 1. Tuition and Fees.

12. Disclosure of Personal Information.

a) I understand that ISS may release my relevant personal information to the host institution and its
affiliated bodies, but that SFU will not release any personal information to any additional third
parties without my permission.

b) I understand that freedom of information and protection of privacy laws may be different in my
host country/region, and that as a result of my participation in the formal exchange program, my
personal information will be subject to the laws and practices of my host country/region.

c) I hereby give permission to SFU to:

i) Use my name and SFU email address so that future participants have the option of being
able to contact me to discuss my exchange experience. To withdraw my consent, I must
notify SFU ISS in writing by emailing goexchange@sfu.ca.

ii) Use my name and likeness in the form of, photographs, videos, and sound recordings, for
publicity and/or orientation purposes in publications, in audio-visual presentations, on the
website, and in other related media. To withdraw my consent, I must notify SFU ISS in
writing by emailing goexchange@sfu.ca.

iii) Release my name and contact information within SFU to any department with which I
have a declared program and/or for the purpose of being invited to SFU Alumni or
Ceremonies events, in my host country.

iv) Disclose my name, citizenship, contact details, emergency contact details, and program
details to SFU Safety & Risk Services for inclusion in the SFU International Travel
Registry.

v) Disclose my name to SFU Procurement and Vision Travel for the purpose of gaining
access to the SFU TravelSmart Program.
I confirm that I have read and understood this Acknowledgment and accept its terms. If you are younger than nineteen years of age your parent or guardian must also sign below.

________________________________
Print Name (full, legal name as per passport)

________________________________       Date: ______________________________
Student Signature

As the parent and/or legal guardian of ______________________ (name of participant), I consent to them participating in the exchange, and I confirm that I have read and understood this Acknowledgment and that I accept its terms.

________________________________       Date: ______________________________
Parent/Guardian Signature

The information on this form is collected under the authority of the University Act (R.S.B.C. 1996, c.468, s. 27(4)(a)). It is related directly to and needed by the University to administer and operate the Formal Exchange Program. The information will be used to obtain and record an exchange student’s acknowledgement of applicable provisions including consent to disclose personal information. If you have any questions about the collection, use and disclosure of this information please contact the Director, International Services for Students, SFU, MBC 1200, 8888 University Drive, Burnaby, BC V5A 1S6, 778-782-4232.