SIMON FRASER UNIVERSITY (“SFU”)

Outbound Undergraduate Exchange Student Acknowledgment (2020/2021)

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 and distance education fees, if applicable), and will be exempted from paying tuition to the host institution. I will be paying tuition fees equivalent to twelve (12) units at the normal domestic or international rate as applicable for a one-term full-time exchange program (for a two-term exchange, I will pay twelve (12) units in each term, for a total of 24 units). 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) I will be charged a $150, non-refundable, Exchange Confirmation fee per institution (as of the 2020/21 academic year) to my SFU student account. I will not be charged this fee if I cancel my exchange prior to the opt-out deadline that SFU communicates to me.

2. **Academic Issues and Exchange Credit.**

   a) I am expected to maintain my CGPA at the minimum required for the SFU exchange program (2.67 CGPA) and the host institution (if higher than 2.67) in order to remain eligible and nominated for the exchange program.

   b) If I have outstanding fees or enrolment blocks (e.g. block due to not completing Foundations of Academic Literacy (“FAL”) or Foundations of Analytical and Quantitative Reasoning (“FAN”) requirements on time) 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 200 for each academic term of my exchange. Enrolment in the FEP 200 course is a requirement for the Formal Exchange Program.
d) I will be required to enrol at the host institution in the equivalent of a minimum of 9 SFU units for each of the fall, spring, and/or full-time summer terms during my exchange. I understand that my host institution may have a minimum enrolment requirement that is higher than the equivalent of 9 SFU units, in which case I would need to adhere to their requirement.

e) 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 GAS according to the host institution’s definition, I may be required to end my exchange early.

f) If I enrol in credit-bearing language acquisition courses and want to take another language course at SFU upon return from my exchange, I am required to contact the Language Training Institute (“LTI”) to take a language placement test both during my exchange term and upon my return to SFU at the start of the term to ensure my correct level placement.

g) 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 deemed by SFU to be 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 already completed; and I apply for exchange credit prior to my graduation. 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, but may be considered for future academic program applications.

h) 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 but recommends exchange credit applications be submitted as soon as I am enrolled in courses at and have the full course outline from the host institution. 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 transfer back as: (i) an exact match to an SFU course (eg CMNS 331); (ii) a subject match, but not an exact course match (eg CMNS 3XX); or (iii) general credit only (eg GE 1XX) in cases where SFU does not offer a related subject or where credit is not approved by the applicable SFU Department. Exchange credit instructions and timelines are posted online and apply to all students including those approaching graduation.

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

   i) ensuring my official host transcript will be sent to International Services for Students directly from the host institution; 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. I understand that incomplete documentation will delay exchange credit processing.

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 granted.
1) 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. I may be required to enrol in more than the equivalent of 9 units to maintain my scholarship(s). I am responsible for retaining a signed copy of this Outbound Exchange Student Acknowledgment (2020/2021) Undergraduate Exchange Program 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 to the SFU Financial Aid and Awards Office 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 in any event at least 3 months in advance of the start of the exchange program. I understand that the nature and availability 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 medical examinations, documentation, and/or 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. I understand that SFU cannot advise on other
countries’ immigration policies. Based on my citizenship, I am also responsible for ensuring that I obtain the proper immigration or visa documents and/or that I comply with any requirements in my existing immigration or visa documents (including any costs that are incurred), in each case that are required to return to Canada and to resume my studies at SFU following my exchange, if applicable.

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, Exchange 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 confirm my cancellation with SFU International Services for Students by completing their online cancellation form prior to such withdrawal). My FEP 200 course will be
removed, I will not be charged the tuition associated with this course, and my financial aid eligibility will change. I remain responsible for all other fees associated with my exchange as indicated in section 1. Tuition and Fees.

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 may incur financial penalties including, but not limited to, paying full tuition and other fees, plus the costs indicated in section 1. Tuition and Fees. 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 available.

b) SFU reserves the right to terminate my exchange for cause (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, failure to complete the host institution application, and 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 a partner 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 contractual relationship, although they would have no obligation to do so.

d) As per item 2 e) 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.

e) In the case of any termination or revocation described in section 11. b), 11. c), or 11. d), SFU is not responsible for any costs relating to the terminated or revoked exchange (including but not limited to tuition or student fees, travel, accommodation, immigration, insurance, or medical costs).

12. Behavioural Expectations

a) While on exchange the cultural and behavioural expectations will be different than they may be at SFU. The laws and legal system as well as modes of behaviour, dress, cuisine, habits, expectations and styles of interpersonal communication may, and if my exchange takes place outside of Canada, are all likely to be markedly different. I understand that I will be held to a high behavioural standard while on exchange and I will conduct myself accordingly, recognizing that I will be seen as a representative of SFU. I will become informed of cultural and behavioural expectations through self-research, Exchange 101, pre-departure orientation, and any orientation programming that may be offered through my host institution.

b) 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 that I am subject to the laws of the host country/region and must not contravene those laws. I will become informed of all applicable laws, policies, rules,
regulations and procedures through self-research and participation in any orientation programming that may be offered through my host institution.


a) I understand that ISS may release my relevant personal information, including my likeness, 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. SFU is not responsible for the use of my relevant personal information by the host institution and/or its affiliated bodies.

c) I hereby give permission to SFU to:

i) Use my name and SFU email address so that current and future students considering participating or participating in the SFU exchange program 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 for the following purposes: illustration, promotion, exhibition, editorial advertising, broadcast, trade, educational and other purposes related to publicizing SFU’s activities, programs, presentations, and similar events. 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.

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

________________________________ Date: ______________________
Student Signature
(must be handwritten in ball-point pen)

If you are younger than nineteen years of age your parent or guardian must also sign below.

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 acknowledgment 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.