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## STUDY & INTERN ABROAD PROGRAMS

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### **KEI AFFILIATE AGREEMENT**

*Last updated on 1 October 2016*

KEI, Inc. (Knowledge Exchange Institute), further named “KEI”, and Union College further named “Affiliate”, agree to the following terms and conditions for the purpose of enabling the Affiliate institution to have a strong (and mutually beneficial) involvement in KEI programs. This Agreement begins on \_\_\_\_\_ (date) and continues indefinitely until terminated by either party in writing. For the purposes of this Agreement, KEI programs shall include all KEI-sponsored Semester, Academic Year and Summer programs (with the exception of KEI Partnership Programs).

#### **CLAUSE 1: General Responsibilities of KEI**

1. To provide informational and promotional materials to the Affiliate institution.
2. To accept Affiliate institution applicants provided that they meet the minimum KEI admissions requirements and application deadlines.
3. To allocate a \$1,000 KEI Affiliate Grants for Union College students participating in KEI semester, trimester, quarter and academic year programs. Note that summer programs are excluded. Grant recipients will be required to submit a project at the end of the program which will chronicle and/or reflect on their experience abroad.
4. To give preference to Affiliate institution students with regard to KEI scholarships and payment plans.
5. To give preference to Affiliate institution students with regard to early admissions on KEI programs with limited enrollment, and with regard to course selection and internship placement abroad.
6. To provide the Affiliate institution with the opportunity to apply for travel grants to KEI program locations.
7. To sponsor select education abroad events and activities at the request of the Affiliate.
8. To be responsive to the Affiliate institution’s needs in terms of academic offerings and internship opportunities, provided that the enrollment from the Affiliate justifies such actions.

#### **CLAUSE 2: General Responsibilities of the Affiliate Institution**

1. To clearly display KEI posters, flyers and catalogues in the study abroad office, resource room and bulletin boards, and individual academic department offices/bulletin boards, where appropriate and if requested by KEI.
2. To include a hyperlink to the KEI website on the Affiliate institution’s study abroad web page.
3. To verbally inform students of KEI program options and provide students with KEI catalogues and website information.
4. To invite KEI to its campus for international education events and to facilitate meetings between KEI staff and its faculty and/or students.
5. To screen applicants for KEI programs based on individual KEI program requirements.
6. To advise students and provide pre-departure information and assistance.
7. To facilitate the provision of financial aid for its students who are eligible for such aid and who wish to study abroad on KEI programs. To provide KEI with payment schedules for financial aid awards.
8. To facilitate the transfer of credit from KEI programs by working with its Registrar’s Office, faculty advisors and other appropriate individuals at the institution.
9. To permit KEI program alumni to serve as KEI Ambassadors on its campus and assist KEI Representatives in promoting KEI programs on its campus.

**CLAUSE 3: Direct Billing with Affiliate**

1. Affiliate shall be responsible for the payment of all KEI fees and charges [including application fees and enrollment/damage deposit] on behalf of its students. KEI will send a billing statement for each student to the appropriate office at the Affiliate.
2. KEI shall be solely responsible for establishing all fees and charges including, but not limited to, tuition, accommodation, transportation, field trips, and other program activities for its programs abroad. KEI agrees to provide Affiliate with information related to fees and charges upon request.
3. KEI retains the right to impose published late fees and to remove from eligibility for the program any student whose fees and charges have not been paid in full by the date agreed.
4. In the event that a student withdraws from the program before it has begun or during the course of the program, all refunds will be made in accordance with the refund policy published by the KEI in its literature describing the relevant program.
5. Affiliate is solely responsible to its students for any breach of these terms and conditions by Affiliate. Affiliate agrees to defend, indemnify and hold harmless KEI against any claim or loss.

**AGREED**

**FOR** \_\_\_\_\_

*(Institution)*

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Print Name)*

\_\_\_\_\_  
*(Title)*

\_\_\_\_\_  
*(Date)*

**FOR KEI** \_\_\_\_\_

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Print Name)*

\_\_\_\_\_  
*(Title)*

\_\_\_\_\_  
*(Date)*

**AFFILIATE ADMINISTRATIVE CONTACT**

Please indicate the individual who will receive and process KEI catalogues, literature, program transcripts, student inquiries and applications. If there is more than one contact please attach on a separate sheet of paper.

\_\_\_\_\_  
*(Print Name)*

\_\_\_\_\_  
*(Telephone)*

\_\_\_\_\_  
*(Title)*

\_\_\_\_\_  
*(Fax)*

\_\_\_\_\_  
*(Address)*

\_\_\_\_\_  
*(E-mail)*

\_\_\_\_\_  
*(Address)*

\_\_\_\_\_  
*(City, State, Zip)*