



Concordia International
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Name of Student: _____
Concordia Student ID: _____
Host University: _____
Semester of Exchange: _____

Please check one:

I accept the offer of nomination.

I decline the offer of nomination.

If you are accepting your offer of nomination, please read the Agreement below, sign it and return it by the date indicated in the attached letter.

STUDENT EXCHANGE AGREEMENT

WHEREAS:

- A- Concordia University ("Concordia") has entered into agreements with various partner universities to provide for the participation by Concordia students in academic exchanges.
- B- The student identified above (the "Student") wishes to participate in an academic exchange program as detailed above (the "Program") under the terms and conditions set forth below.
- C- In consideration of being permitted to participate in the Program, the Student and Concordia agree as follows:

I have carefully read the attached Nomination Letter, and in so doing, understand the following:

I will be registered for a STOQ code (Studies Outside Quebec) at Concordia University during my exchange semester(s), equivalent to either 15 undergraduate credits or full-time graduate registration, and related fees, which must be paid to Concordia by the DNE deadline.

I must be registered at my host institution for the equivalent of 12-15 Concordia credits. It is my responsibility to confirm with my faculty the credit equivalency between the host institution and Concordia University.

I am liable for paying the tuition costs related to any courses I may have neglected to drop before the DNE deadline once I was registered for the STOQ course code, and I am exclusively responsible for withdrawing from the Concordia courses I registered for prior to the STOQ registration.

In the event of a modified or canceled Program, Concordia is not responsible for any of my costs related to the Program (such as travel or accommodation), nor are they responsible for any delay in the completion of my academic program.

All courses taken at the host institution must be approved by my department and/or faculty at Concordia prior to course registration at the host.

I understand that I must attend a pre-departure session and will read the complete contents of the pre-departure guide provided by Concordia International.

I understand that it is my responsibility to provide Concordia International with a copy of my host admission letter prior to leaving for my exchange semester(s), should the host institution contact me directly about my admission.

HOST REGISTRATION AND FEES

- I understand that the host institution makes the final decision about my application/admission.
- I understand that while regular tuition fees at the host institution will be waived, fees for special courses at the host university, such as language courses or field trips, will be my responsibility.
- I understand that I am responsible for paying any compulsory fees such as health insurance/student association fees that may be required by the host institution.
- I understand that I am responsible for all costs during the Program, such as visa, transportation, housing, books and supplies and all personal expenses.

PERSONAL RESPONSIBILITY AND LIABILITY

- I understand that once admitted as a student of the host institution, I must abide by their standard of student conduct, and failure to do so may result in disciplinary action by the host institution and Concordia.
- I understand that as a participant in the the Program I remain subject to Concordia University's [Academic Integrity and the Academic Code of Conduct](#), and that failure to meet those standards may result in disciplinary action by Concordia.
- I understand that I am subject to the laws of the host country and I agree to abide by those laws.
- I understand that Concordia has no obligation or duty to assist me in the event I am arrested or charged with transgressing any law of any foreign country.
- I understand that due to the international aspect of the Program, circumstances beyond the control of Concordia may arise (including civil unrest or natural disasters) that may require a modification or termination of the Program.

AUTHORIZATION AND ACKNOWLEDGMENT

- I hereby grant permission for Concordia, represented by Concordia International, to exchange with the host university, copies of my academic records, personal contact and information as needed.
- I hereby grant permission for the use my name, as well a non-exclusive, royalty free, perpetual license in any photographs voluntarily given to Concordia for publicity and/or orientation purposes of the Concordia Student Exchange Program in publications, audio-visual presentations and other related media.
- I hereby confirm that I have read the University's [Policy on Travel Outside Quebec, VPS-53](#)
- I hereby agree to fill out the Waiver for Concordia University Student Travel available through the Travel Registry accessible through the MyConcordia Portal
- I understand that upon my return to Concordia I will be required to submit a report on my exchange describing my experience and the quality of academic and student services at the host institution.
- I understand that any responsibility that Concordia has for students participating in the Program terminates once the academic session at the partner university is finished.
- I hereby acknowledge that I have read and understood this agreement and waiver of liability in its entirety

Student's signature

Date

Concordia Student Exchange Program Budget Planning Worksheet



Name of Student: _____ Concordia Student ID: _____
 Host Institution: _____ Semester of Exchange: _____

The following is a budget planning worksheet to help you prepare your budget before you embark on your exchange semester(s). Please complete and return it to [Concordia International](#) by **March 25, 2020**.

Estimated Costs

List your estimated costs in Canadian dollars (\$CAD) for your full exchange period (1 or 2 semesters). For [tips and advice](#) on how to best plan your budget, please contact the [Financial Aid and Award Office](#). Another great on-line tool to use to estimate expenses is [Numbeo](#)

| Expense | Description | \$CAD |
|---------------------------------|---|-----------|
| Concordia Tuition Fees | Tuition is generated by the STOQ code and is equivalent to : Undergraduate: 15 credits/semester Graduate : usual full-time tuition/semester | \$ |
| Host University Service Fees | Fees for use of host on-campus facilities (labs, gyms, pool) | \$ |
| Airfare/Travel Expenses | Estimated airfare : Expedia , Kayak , Google Flights | \$ |
| Accommodation | On-campus or off/campus housing. Check host website and student reports on CI website | \$ |
| Meals | Residence Meal Plan/eating out/groceries | \$ |
| Health/Medical Insurance | Student Care included in Concordia tuition, or other insurance coverage | \$ |
| Local Transportation | Bus passes, metro, Bixi | \$ |
| Medical Expenses | Inoculations for tropical diseases and/or medical test if required | \$ |
| Immigration Documents | Study permit/ student Visa– check the host country and host university website to see if and what you need for immigration | \$ |
| Books and Supplies | | \$ |
| Entry/Exit fees (if applicable) | Fees for entering or leaving certain countries | \$ |
| Personal Travel Expenses | Buses, Trains, flights for travel during your exchange | \$ |
| Communications | Cell Phone, WiFi, internet | \$ |
| Entertainment | Movies, tours, theatre, concerts, museums | \$ |
| Miscellaneous Expenses | Toiletries, prescriptions, souvenirs, laundry | \$ |
| Contingency | Emergency Fund – generally recommended to budget for the equivalent cost of a return flight | \$ |
| Total Estimated Costs | | \$ |

Estimated Funds

List your estimated funds that you expect to have or receive in order to pay for your exchange. Your estimated funds should be equal to or greater than your estimated costs in order to demonstrate that you have sufficient funds for the duration of your exchange. You may include scholarships, loans, or bursaries that have yet to be confirmed.

| | |
|--|-----------|
| Quebec Mobility Bursary / Graduate Student Mobility Award | \$ |
| Other Funding (LOJIQ, DAAD, Canada-China Scholarship, Killiam, etc.) | \$ |
| Savings | \$ |
| Family Contribution | \$ |
| Total Estimated Funds | \$ |

Total Budget Summary

| | |
|--|-----------|
| TOTAL Cost | \$ |
| Minus – TOTAL funds | \$ |
| AMOUNT REMAINING that is unfunded | \$ |

Note : Please note that this form is intended to act as a sample only and does not constitute a binding statement in regards to your personal finances while abroad.

It is strongly recommended that you re-visit your budget once you have received your admission notice from the host institution.