1. **Nature of Program:** This program is the result of a bilateral exchange agreement between Sam Houston State University and the Host Institution. You will pay your standard SHSU tuition and fee rates to SHSU for the relevant number of credit hours taken abroad, while directly enrolling in course(s) taught at the Host Institution. Upon successful completion of the program, credit earned from the Host Institution will transfer back to SHSU as an equivalent course(s). The transfer equivalency will be determined by the relevant SHSU Department Chair of the academic area of the individual course(s) in question **before departure**. Not all proposed courses can be approved for an SHSU equivalent, and if a given course(s) is not successfully completed, as defined by the grading structure of the Host Institution and SHSU, then no SHSU credit will be awarded upon return.

2. **Program Fees and Student Payment Structure:**
   a. Regular SHSU Tuition and Fees **paid to SHSU** for enrolled credit hours (**make payment after SHSU program coordinator notifies you that you have been enrolled in study abroad courses**)
   b. $200 Study Abroad Service Fee **paid to SHSU** (**assessed and payable 5-10 days before departure**)
   c. Study Abroad Program Fee **paid to Host Institution directly**
      i. This fee may include all or some: housing costs, cultural activities, meals, transportation, insurance, facility use, etc…
   d. Miscellaneous Expenses not included in fees above may include airfare, visa, passport, etc…
      Students are responsible for such expenses independently and as necessary.

It is each participating student’s responsibility to understand the amount and method of payment of each fee related to the study abroad program. As fees and payment methods for each program may vary substantially, please consult with the SHSU and Host Institution program coordinators to determine the financial characteristics and responsibilities of each Exchange program.

3. **Course Enrollment:** Students must be enrolled in study abroad courses at SHSU and at the Host Institution on a full-time basis for the relevant term. All standard SHSU registration and withdrawal deadlines will apply on the Exchange program. Students may take (1) online SHSU course during a summer Exchange program or (2) online courses during a semester Exchange program, to meet the full-time requirement. Any online courses enrolled in will be held to standard SHSU registration and withdrawal policies. No exceptions will be granted to any of the previously mentioned items.

*Return to Exchange Program Coordinator, Farrington 116, djv013@shsu.edu*
4. **Withdrawal Fees and Refunds:**

   a. Standard SHSU course withdrawal fees and policies will apply for the Tuition and Fees portion of the Exchange program costs.
   
   b. The $200 Study Abroad Service Fee will be refunded if a student withdraws from a program any time before departure.
   
   c. Study Abroad Program Fee withdrawal policies and fees will be determined by the Host Institution and are solely the responsibility of the student and the Host Institution.
   
   d. Miscellaneous Expenses are solely the responsibility of the student.

5. **Financial Aid:** Exchange programs are eligible to receive Federal Financial Aid funding. **Students whose financial aid or scholarships do not completely cover their program fees are responsible for any balances.** In the event of termination of enrollment in the program due to withdrawal, dismissal, program cancellation, or other reasons, students receiving Federal Title IV financial aid funds may be required to return the funds. Students can review the official procedures and recalculation schedules by consulting the Office of Financial Aid.

6. **Travel:** Students are independently responsible for expenses incurred or having to do with any expenses not included in the program fees, such as airfare, books, supplies, personal items, miscellaneous costs of living, etc. In the event of termination of enrollment in the program due to withdrawal, dismissal, program cancellation, or other reasons, SHSU will not provide refunds for any such personal expenses. Students are advised to investigate the possibility of acquiring Travel Insurance that might cover some of those costs.

7. **Dismissal from course or failure to complete course:** There will be no program fee refund for students who are dismissed from the program or those that voluntarily withdraw outside of the refund schedule. Students leaving a program because of highly extenuating circumstances (death, illness requiring medical attention in U.S., etc.) may appeal this policy with the Office of International Programs and/or the Host Institution.

8. **Program Cancellation:** In the event of program cancellation due to inadequate enrollment, all program fees, including the deposit will be refunded to the students. SHSU will make enrollment-related cancellation decisions as early as possible.

I, _________________________________________________, understand that once I have been accepted into a Reciprocal Exchange study abroad program that I will become financially responsible for the charges listed above, including program fees, tuition, and all fees associated with tuition. Remaining balances must be paid before registration in future semesters will be permitted.

______________________________________________  ____________________
Student Signature Date

*Return to Exchange Program Coordinator, Farrington 116, djv013@shsu.edu*