STUDENT EXCHANGE AGREEMENT
BETWEEN
LOYOLA UNIVERSITY NEW ORLEANS
AND
CONSERVATORIUM VAN AMSTERDAM

Introduction

The purpose of this Agreement is to establish a reciprocal undergraduate/graduate student exchange program between Loyola University New Orleans and Conservatorium van Amsterdam under the following terms:

1. Definitions

   In this agreement, unless the context will otherwise imply, “exchange” shall mean a one-for-one exchange of students from each university; “exchange students” shall mean students participating in the exchange implemented herein; “home institution” shall mean the university at which the student intends to graduate; and “host institution” shall mean the university that has agreed to receive the exchange students from the home institution.

2. Duration of the Exchange

   The duration of the exchange for a student will be for one (1) semester, as agreed in writing between the institutions.

3. Number of Participants and Reciprocity

   Loyola University New Orleans and Conservatorium van Amsterdam will exchange up to 3 exchange students each year for the duration of this agreement, unless this number is varied by mutual agreement in writing.

4. Exchange Balance

   a) Both institutions will review the program annually for any imbalances in the number of exchange students, and will adjust the number of students appropriately throughout the duration of the Agreement, so as to endeavour to achieve parity before this Agreement expires.

   b) All exchange students commencing study under this Agreement at each institution during the period of this Agreement will be counted in the overall balance of the Agreement period.
c) If there is an imbalance in the exchange when the Agreement expires, the imbalance will carry over to any subsequent Exchange Agreement period.

d) If imbalances are not permitted to be carried over to the next Agreement period, then balance must be achieved by the expiration date of this Agreement.

5. Selection of Participants, and Admission

a) The home institution will screen applicants from its institution for the exchange.

b) The exchange student must satisfy all admission requirements, including the language proficiency requirement of the host institution. Loyola University New Orleans and Conservatorium van Amsterdam will select students with an appropriate language proficiency to undertake the program.

c) Students participating in this program will continue as candidates for the degree of their home institution. Transfer of credit for work undertaken will be subject to the discretion of the home institution.

d) The exchange student will enjoy the same rights and privileges, and be subject to the same rules and regulations as the students of the host institution. Students are expected to become familiar with the rules and regulations of their host institution. It is the responsibility of each institution to assist students in acquiring information regarding rules and regulations.

e) Each institution reserves the right to require candidates to complete the standard admission documents and to provide the results of any required entrance examinations. Full information will be provided on the courses that participants have taken at their home institution.

6. Financial

a) All exchange students shall pay tuition fees to their home institution. No exchange student will be charged tuition fees by the host institution.

b) The exchange student may pay miscellaneous costs or sundry fees such as student union membership fees, welfare and recreation fees and other fees to the home institution.
c) If the exchange students are required to pay miscellaneous costs (sundry fees) at the host institution, they will be notified of such costs prior to their departure from their home country.

d) Miscellaneous costs (sundry fees) at Loyola University New Orleans are estimated at $530 and include, but are not limited to the following:

   - International Health Insurance fee of $500 (Insurance may be waived if students have an equivalent policy.)
   - Residence Hall Council fee (assuming students live on campus) of $30

e) All payment for travel, medical insurance, housing, food, books and supplies shall be the responsibility of the individual participant. Neither institution shall be held liable for such charges.

f) If requested, students selected for the program shall satisfy the host institution that they have adequate funds for return transportation to the host institution, and for additional living costs during their enrollment at the host institution apart from those costs already specified in this Agreement.

g) Any incidental fees for services over and above those specified in this Agreement shall be met by the exchange student. These fees shall be no greater than those normally paid by students of the host institution.

7. Responsibilities

a) Subject to the conditions outlined in paragraph 2, Loyola University New Orleans and Conservatorium van Amsterdam agree to accept the prescribed number of exchange students and to enroll them as full-time non-degree students for a maximum period of one academic year.

b) Each university agrees to accept each other’s length of academic year, teaching methods and examinations as equivalent to their own.

c) At the conclusion of the exchange, Loyola University New Orleans and Conservatorium van Amsterdam agree to provide an official transcript on the achievements of the exchange student. Where the student’s consent is required before a transcript can be released, such consent will be sought by the host university at the time of enrollment.
d) Loyola University New Orleans and Conservatorium van Amsterdam agree to assist each exchange student by:

- providing pre-departure material, and post-arrival orientation,
- providing the necessary documents and information to enable the exchange student to obtain the correct permit/visa,
- helping to arrange appropriate accommodation as needed,
- providing arrival assistance, if required,
- designating an administrative contact to deal with all correspondence related to this program,
- providing student support and advisory services.

e) Each institution will endeavor to support and assist the other institution in its compliance with applicable laws governing the education of students and the students' individual rights.

8. Other

a) All exchange students will be required to have full medical insurance coverage for the duration of their stay in the host country.

b) The exchange student shall be entitled to the use of the host institution's facilities on the same basis as students of the host institution.

9. Renewal, Termination and Amendment

a) For conditions of the exchange not covered by this Agreement, or for problems that arise during the course of this Agreement, both parties agree to refrain from unilateral action and agree to consult and negotiate mutually acceptable decisions.

b) Amendments to this Agreement may be made at any time, by correspondence, and only when agreed upon by both parties. Any amendments shall be added to the terms as addenda.

c) Either institution may terminate this Agreement by giving notice in writing to the other institution of no less than six (6) months. Any student who may have commenced at either institution before the date of termination may complete their courses of study by special agreement between the two institutions. Any imbalance in the exchange agreement must be made up prior to termination.
d) The institutions shall confer concerning the renewal of this Agreement six (6) months prior to its expiration.

10. Agreement Period

This Agreement will commence on 1 September 2011 and will expire on 1 September 2016 subject to revision or modification by mutual agreement.

For, and on behalf of,
Loyola University New Orleans
Donald R. Boomgaarden
Dean, College of Music and Fine Arts

For, and on behalf of,
Conservatorium van Amsterdam,
Ruud van Dijk
Associate Director

Edward J. Kvet
Provost

Janneke van der Wijk
Director

On this date 1/day

On this date