STUDENT EXCHANGE AGREEMENT
BETWEEN

JOSEPH A. BUTT, S.J., COLLEGE OF BUSINESS ADMINISTRATION
LOYOLA UNIVERSITY NEW ORLEANS

AND

ÉCOLE SUPÉRIEURE DU COMMERCE EXTÉRIEUR
(ESCE)

Introduction
The purpose of this Agreement is to further mutual understanding between Loyola University New Orleans and École Supérieure du Commerce Extérieur (ESCE) to enhance each institution's teaching, learning, and internationalisation objectives. Loyola University New Orleans and ESCE agree to institute this exchange programme under the following terms:

1. **Duration of the Exchange**

   The duration of the exchange for a student will be either for one (1) academic year, or for one (1) semester.

2. **Number of Participants and Reciprocity**

   Loyola University New Orleans and ESCE will exchange up to 2 exchange students each year, unless this number is varied by mutual agreement.

3. **Exchange Balance**

   a) Both institutions will review the programme 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 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 should be achieved by the expiry date of this Agreement.

4. 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 ESCE will select students with an appropriate language proficiency to undertake the programmes.

c) Students participating in this programme 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.

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 should be provided on the courses that participants have taken at their home institution.

5. 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 arrival in the host country.

d) Miscellaneous costs (sundry fees) at Loyola are approximately $327 and include, but are not limited to the following:

   International Health Insurance fee of $312
   Residence Hall Council fee (assuming students live on campus) of $15

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

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f) If requested, students selected for the programme shall satisfy the host institution that they have adequate funds for living costs during their enrolment 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 visiting student. These fees shall be no greater than those normally paid by students of the host institution.

6. Responsibilities

a) Subject to the conditions outlined in paragraph 2 (a), Loyola University New Orleans and ESCE agree to accept the prescribed number of exchange students and to enrol 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 ESCE 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 enrolment.

d) Loyola University New Orleans and ESCE 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 required,
   - providing arrival assistance, if required,
   - designating an administrative contact to deal with all correspondence related to this programme,
   - providing student support and advisory services.

7. 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.
8. Renewal, Termination and Amendment

a) For conditions of the exchange not covered by this Agreement, or for problems that arise during the course of the Exchange Agreement, both parties agree to refrain from unilateral action and 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) The Agreement can be terminated by either party, subject to one year's notice in writing to be received by the other party not less than one year from the date of inception of the agreement. Acceptance of the termination of the agreement will be subject to agreement of appropriate arrangements to ensure that continuing students can complete their exchange program.

d) The institutions shall confer concerning the renewal of this Agreement six (6) months prior to its expiration.

9. Agreement Period

This Agreement will commence on 1 September 2003 and will expire on 31 August 2008 subject to revision or modification by mutual agreement.

For, and on behalf of, Loyola University New Orleans

For, and on behalf of, École Supérieure du Commerce Extérieur

Dr. Lydia Voigt
Interim Provost

Mr. Jean Meimon
President

On this date 6.13.03

On this date 6.30.03

Dr. J. Patrick O'Brien
Dean of the Joseph A. Butt, S.J., College of Business Administration

On this date 06.12.03

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