



AMERICAN INSTITUTE FOR FOREIGN STUDY | AFFILIATION AGREEMENT

_____ wishes to affiliate with the American Institute For Foreign Study (AIFS) College Division, and to enroll its students in the Academic Year and Summer Study Abroad programs offered by the AIFS College Division. This Affiliation Agreement begins with the _____ term _____ and continues indefinitely until either party decides to discontinue it.

Affiliation Agreement Purpose

1. To develop a cooperative relationship intended to promote and facilitate student participation in study abroad.
2. To provide financial and advising support for students studying abroad.

Responsibilities of the American Institute For Foreign Study College Division

1. AIFS will provide a grant of \$400 for each student enrolling in an academic semester program and \$200 for each student enrolling in a summer program. The grant will be applied directly to each student's program invoice as a reduction of the program fee. Alternatively, institutions may request that these funds be dispersed directly to the institution for distribution to students or use for support services. Institutions should indicate their preference for distribution of these funds on page 2 of this form. Funds to be dispersed directly to the institution will be distributed at the conclusion of each semester. AIFS reserves the right to adjust the per student grant amount without requiring the initiation of a new agreement. **(Note: Enrollments on AIFS Partnership Programs are not included in the grant program.)**
2. AIFS will organize site visits each semester to select program destinations, providing for the costs for air transportation, hotel and meals for a representative from its Affiliates. AIFS will accept requests for participation in these scheduled site visits, and will work to accommodate as many requests as possible. If capacity limits prevent an institution from participating, priority will be given to that institution for future site visits. Institutions may elect to participate in site visits at their own cost.
3. AIFS agrees to accept all Affiliate Institution applicants provided they meet stated admission criteria, which will enable the Study Abroad Office to inform students of the likelihood of acceptance. It should be noted that an accepted student does not have a confirmed space until the required deposit is paid. Application deadlines are listed in the College catalogs.
4. AIFS will accept applications individually from students, or they may be channeled through the Study Abroad Office and submitted to AIFS as a group at the discretion of the Affiliate Institution.
5. AIFS agrees to cooperate with the Affiliate Institution on alternate invoicing procedures, if requested. Students are typically billed directly by AIFS. However, arrangements can be made with the Affiliate Institution to directly bill the institution for some or all of the students' charges. (Request the Special Billing Request form for any new or updated arrangements.)
6. AIFS will supply copies of student evaluation summaries if requested.
7. AIFS will list the Affiliate Institution as an additional co-insured on the AIFS liability policies should it be so desired.

Responsibilities of the Affiliated Institution

1. To work with its own Registrar's Office, or appropriate transfer of credit office, to facilitate the transfer of credit from AIFS programs.
2. To facilitate, when possible, the use of applicable financial aid and loans by its students who are eligible for such aid and who wish to study abroad on AIFS programs.
3. To maintain a supply of AIFS catalogs to make available to prospective students.
4. To provide a link to the AIFS Abroad website from its study abroad website.
5. To include AIFS in printed and electronic materials promoting affiliated programs of study abroad.
6. To display AIFS posters in the Study Abroad Office and/or at other campus locations where permitted.
7. To provide assistance for visiting AIFS staff to meet with prospective students.

Additionally, the Affiliate Institution agrees to foster study abroad in general, as well as providing information about AIFS programs in particular, by undertaking activities such as the following:

8. To promote study abroad in general on its campus by means of posters and advertising. AIFS will provide materials, if requested.
 9. To organize study abroad fair(s) and/or student information sessions at which AIFS and other study abroad organizations may attend and promote their programs.
 10. To promote study abroad in the following ways. (Please indicate activities your office might undertake):
-
-

The Affiliate institution plans to use (check one)

all AIFS programs

only the following programs: (Please specify)

Agreed

FOR _____

Institution

Signature

Name (Please print)

Title

Date

FOR THE AIFS COLLEGE DIVISION

Signature

Name (Please print)

Title

Date

Designee to Receive AIFS Catalog and Study Abroad Literature

Name

Title

Address Line 1

Address Line 2

City, State, Zip

Telephone number

Fax number

E-mail address

Affiliate Grant Distribution

Affiliate grant funds should be applied directly to the student's account as a reduction of the program fee

Affiliate grant funds should be distributed to the College/University at the conclusion of each semester, made payable to the following department (if applicable):

PLEASE RETURN COMPLETED AGREEMENT TO:

Affiliates Program

American Institute For Foreign Study

College Division

River Plaza

9 West Broad Street

Stamford, CT 06902-3788

or fax to (203) 399-5597