

UK EDUCATION ABROAD
& EXCHANGES
BILATERAL & MULTILATERAL
EXCHANGE PROGRAMMING

PROGRAM DEVELOPMENT, EXCHANGE BALANCE
MAINTENANCE & FINANCIAL MANAGEMENT

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Compiled by Laurence Tuccori
UK EA & E Exchanges Coordinator

EDUCATION ABROAD & EXCHANGES, UNIVERSITY OF KENTUCKY
University of Kentucky International Center, Bradley Hall, Lexington, KY 40506
Tel: 859-257-4067 • educationabroad@uky.edu • international.uky.edu/ea

EDUCATION ABROAD & EXCHANGES OFFICE
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OVERVIEW

Per AR4:9, Education Abroad & Exchanges (EA) at the University of Kentucky (UK) engages in bilateral and multilateral student exchanges, or those programs involving the two-way movement of students between institutions or countries.¹ *Bilateral student exchanges* are between two institutions in which students are typically exchanged on a one-to-one basis (e.g., one UK student spends time at an international institution while a student from that institution is enrolled at UK) or some mathematical variation (e.g., two summer participants for one semester-length enrollment). No money changes hands between participating institutions. *Multilateral student exchanges* involve three or more participating institutions. Typically in such exchanges the balancing of participant numbers occurs across the system, so that an outbound student need not go to the same institution, or even the same country as the inbound counterpart. At UK, the most active multilateral international student exchange is ISEP, or the International Student Exchange Program. The National Student Exchange (NSE) operates very similarly but focuses on domestic mobility².

At UK, exchanges may be *university-wide* or *college-specific*. University-wide exchanges are managed by EA and are typically exchanges that allow inbound students open access to almost all university offerings³. See Appendix A for a complete list of current university-wide exchange programs. (Note: some exchanges have associated scholarship programs.) College-specific exchanges are managed by a sponsoring UK college and generally target exchanges of students in particular disciplines. See Appendix B for a complete list of current college-specific exchange programs.

All exchanges must have a current exchange-specific agreement document in effect between UK and the partner institution. All agreements must be successfully reviewed by UK's Legal Counsel and bear the signature of the Associate Provost of Internationalization. College-specific agreements must also have the signature of the dean of the sponsoring UK college.

¹ This document is not inclusive of other types of J-1 exchange students (i.e., clinical rotations). Faculty sponsored students must ask the UK faculty member to contact the International Student and Scholar Services office to obtain the proper DS-2019 form. Government sponsored students must contact their respective government representatives to gain permission and insure that they are approved for study. For more information about government and faculty sponsored students, visit the J-1 Exchange Visitors page on the UKIC website.

² In January 2017 EA & Exchanges office added NSE to its portfolio. See page 4 for more information.

³ **Inbound** exchange students are not eligible to take coursework in architecture or in the professional/graduate colleges. They are not eligible to enroll in College of Education courses with the prefix EDC, EDL or EDS. Exchange students admitted at the undergraduate level are generally not eligible to enroll in courses offered at 500, 600, 700 or 800 level. However requests can be considered on a case by case basis. In the case of the graduate level exchange programs (Valladolid, Ludwigsburg) and some Gatton exchanges which occasionally accept graduate students, they are admitted by Graduate School and permitted to take graduate level courses. Since spring 2017 Heidelberg exchange students can also be admitted at the graduate level.

FINANCIAL MANAGEMENT

University-wide exchanges are actively managed by EA and college-specific exchanges are managed by the sponsoring college. Exchange balances and cost center financial management are maintained accordingly by each responsible unit.

[A] TYPE

As outlined in respective agreement documentation, each bilateral exchange program is designated as a particular exchange type specifying what benefits beyond tuition are included in the exchange. Some exchange programs include accommodation in designated on-campus housing and a UK meal plan. For example, an outbound participant on a university-wide exchange of this nature would be enrolled in EAP432 to reflect the TLM (Tuition, Lodging & Meals) type. Most exchanges are TFE which includes tuition, academic fees, and any other mandatory fees. Other exchange types are TLO (Tuition and fees and Lodging) and TMO (Tuition and fees and Meals), and TP or Tuition Plus. Tuition Plus is a type created to accommodate any unusual agreements made to incentivize exchange with host institutions in the developing world⁴.

[B] TUITION & FEES

All outbound UK students are enrolled in EAP599 which generates a charge of one credit hour and is defined by the university registrar as equivalent to full-time enrollment status. The cost of EAP599 is determined by the students' residency and academic class standing. Generated revenue is allocated to the EA operating budget (1013201950).

Outbound students are also enrolled in a designated EAP course associated with the particular exchange program. EAP courses are used for billing purposes only and do not carry any academic credit.⁵ These funds are applied to the associated cost center and are used to pay tuition and fees for the reciprocal inbound students (see Appendices A & B).

OUTBOUND TUITION & FEES	
+ EAP 599 (1 credit)	
+ EAP fee	
+ Average UK course fee	
<hr/>	
<i>Depending on exchange type, additional fees may apply (e.g., meal plan, housing, etc)</i>	

Thus, each outbound exchange participant is assessed both EAP 599 and the relevant EAP course fee. Total charges equal a student's regular, full-time UK tuition (whether in-state or out-of-state) and fees, and depending on the exchange program, any costs associated with additional benefits such as housing, meals, etc.

An average university-wide course fee is added to the EAP fee as an estimate of course fees that an inbound student would be assessed. The average course fee is calculated based on the Registrar's published course fee listing. College-specific exchanges may opt to use an average of their college fees, if the college's average fees are higher than the university-wide average. The EAP course fee is applied to a given cost center, from which the costs associated with incoming students are paid.

Because the EAP fee assessed is generally the cost of UK fulltime tuition, less the amount of EAP599, the amount collected is less the total cost of hosting an incoming student. However, the tuition

⁴ When negotiating a TP exchange agreement, care must be taken to ensure the benefits provided to the incoming students do not exceed the revenue collected from the outgoing students.

⁵ However UK regulations require a grade (S for Satisfactory) is posted for these 'courses' at the end of each semester. The grading is done by the EA Financial Manager.

differential for out-of-state students participating on exchange programs can - over time - offset this revenue gap.

[C] COST CENTERS

Exchange program finances are managed through UK cost centers. EA manages cost centers associated with university-wide exchanges. College-specific exchanges are operated through cost centers established within each college. More than one exchange can be tied to a given cost center. Although EA manages all student billing for exchange program participants, EA does not manage cost centers associated with college-specific exchanges. However, EA can view balances through SAP.

Expenses associated for inbound students are paid from the associated cost center. For university-wide exchanges, EA issues a Scholarship & Grant Authorization (SAG) form to the Student Financial Aid Office which authorizes payment from the associated cost center. EA requests the Office of the Registrar to change the residency status of all inbound exchange students to insure that they are billed at the in-state rate, graduate or undergraduate as appropriate.⁶ All outbound students are billed according to their residency status and academic class standing. College-specific exchanges follow the same procedure.

[D] MANAGEMENT OF COST CENTER REVENUE

Due to out-of-state tuition differentials (see above), established cost centers may accrue financial surpluses in excess of the amount required to pay tuition and fees associated with exchange balances. In this event, funds from a given cost center may be strategically reallocated to support exchange program maintenance but must be consistent for the purpose for which funds were accumulated. (As UK tuition and fees generally increase each year, the cost of balancing an exchange across academic years varies.) Only the following options are permitted, per the University Provost's Budget Office:

- To balance exchanges tied to the same cost center. Funds may not be co-mingled with other cost centers.
- To create student scholarships (inbound or outbound) for the exchange program(s) tied to the cost center with the revenue surplus.
- To develop a travel grant for UK faculty or staff members to conduct a review, evaluation of the exchange partner institution or to expand the collaboration.
- To attend a conference or symposium that directly supports the on-going maintenance of an exchange (e.g., ISEP).
- To develop a new exchange.

⁶ It is important to ensure that all such requests come from EA so that exchange balances are accurately maintained. EA must maintain this gatekeeping function so as to monitor student enrollment and exchange balances.

INTERNATIONAL STUDENT EXCHANGE PROGRAMS (ISEP)

ISEP is a multilateral network of over 300 colleges and universities in 50 countries cooperating to provide affordable access to international education for a diverse student population [<http://www.isep.org>]. ISEP offers two program types: *ISEP-Exchange* and *ISEP-Direct*. ISEP-Exchange allows students to exchange places with another student in the ISEP-Exchange Network; each paying their home university fees for tuition, housing, and meals. ISEP-Direct provides students the opportunity to enroll directly in a host institution abroad instead of exchanging places. In this case the UK student pays a fee (usually covering host institution tuition and accommodation) to ISEP.

OUTBOUND ISEP TUITION & FEES

- + EAP 599 (1 credit)
- + EAP fee
- + Average UK course fee
- + Housing
- + Meal plan
- + ISSS fee
- + UK ISEP fee
- + ISEP application fee

To remain an institutional member of the ISEP network, Education Abroad must pay an annual fee of approximately \$4,100. Each member institution appoints an Institutional ISEP Coordinator, whose multi-faceted role includes updating the Institutional Information Sheet, ISEP Coordinator's Manual, advising students on ISEP programs etc. The Coordinator attends the annual ISEP Workshop or conference.

Outbound participants from UK are assessed costs associated with EAP599, a designated EAP course fee, which includes UK tuition (less the cost of EAP599) and the average course fee. Students also pay the cost of a standard UK on-campus housing (Blazer Hall 2 person suite rate), the "All Access Plan", which includes unlimited meals each week, and a \$355 ISEP fee to defray the ISEP institutional membership fee.

The ISEP fee is calculated by Education Abroad annually based on average student enrollment in ISEP programs and is only charged to ISEP-Exchange program participants. It is listed in the course fee bulletin as *International Student Exchange Program (I.S.E.P.) Fee*.

Incoming ISEP participants have the ISSS Orientation/Visa/See Blue U orientation fees waived by including these fees in with their "SAGed" tuition. As such, all outbound ISEP students must be charged the \$60 ISSS fee each semester so as to absorb the cost for incoming ISEP students. Early move-in fees are also waived by including these fees in with their "SAGed" tuition. Where UK Dining Services offers a pre-semester meal plan the incoming student will be instructed to enroll in this and the cost will be covered by UKEA. Where a pre-semester meal plan is not offered, UKEA will provide a daily stipend (to the student's UK student account) based on the GSA rate for Lexington per diem for the period from the official arrival date to the start of the semester meal plan. In both cases the incoming student is instructed to upgrade (online on the UK Dining website) their assigned 'Weekly 10' meal plan to the 'All Access' plan and the cost is covered by UKEA. UKEA also reimburses the ISEP student's UK student account for the cost of the UK Wildcat ID card.

Inbound students pay all fees to their home institution. Inbound graduate ISEP students are admitted only as undergraduate students but may be given a stipend in lieu of on-campus housing and meal plan. ISEP provides assistance with immigration and visa support documentation for inbound students, which is unlike other exchange students who receive this support from UK Admissions. The ISEP Language Proficiency Report may be substituted for TOEFL/IELTS scores for students from Austria, Belgium, Botswana, Denmark, Fiji, Finland, Germany, Ghana, Iceland, Malta, Norway, the Netherlands, South Africa, Sweden, Switzerland, the American University of Bulgaria, or the American University of Sharjah (UAE).

The ISEP membership is managed by Education Abroad & Exchanges and an independent ISEP account has been established for this purpose (Cost Center: 1013164360). From this account are paid the institutional membership fee, ISEP-related promotion and outreach activities, the cost of participant in ISEP site visits, the cost of attendance at ISEP workshops, conferences and coordinator training, director's attendance at Council of Advisors meetings (if applicable) and any other ISEP-specific activities.

Due to the multi-lateral nature of the ISEP program, the exchange balance tally in Studio Abroad cannot function in the same way as it does for bilateral exchanges. The Exchange Balance feature in Studio Abroad is unable to retain information for inactive programs. Therefore, the ISEP balance cannot maintain historic data as the UK portfolio of program offerings evolves. The ISEP balance will be entered as a raw figure rather than actual student applications in UK Studio Abroad.

NATIONAL STUDENT EXCHANGE PROGRAMS (NSE)

Established in 1968 the National Student Exchange (NSE) is a not-for-profit consortium of nearly 170 accredited, baccalaureate-granting colleges and universities in the United States, Canada, Guam, Puerto Rico and the U.S. Virgin Islands. Through NSE, these member institutions provide exchange opportunities for those undergraduate students for whom an overseas experience is not appropriate, comfortable or affordable.

Education Abroad & Exchanges took over the operation of UK's NSE program in January 2017 and moved swiftly to integrate program administration into the existing EA processes (on-line application for outbound and inbound students, billing etc) and worked closely with Michelle Nordin and Michelle Garth in UK Admissions to ensure the UKEA online application for incoming participants met UK Admissions requirements.

[A] OUTBOUND NSE EXCHANGE STUDENTS

The Education Abroad & Exchanges office extends uniform student services to all outbound exchange students.

[1] PROMOTION & OUTREACH

Education Abroad & Exchanges will uniformly promote NSE exchanges to UK students.

[2] APPLICATION & SELECTION

Education Abroad & Exchanges will manage the student application and selection process.

Outbound exchange students are placed at the annual NSE conference each March. Once the UK student is accepted by the host institution, the UK NSE coordinator notifies them by email. The NSE coordinator at the host institution then works with the student to ensure they complete all necessary application processes. It is also possible to place students after the conference.

[3] ORIENTATION & ADVISING

Education Abroad & Exchanges will provide comprehensive, on-going orientation and advising to all NSE applicants, irrespective of program choice. Students are directed to UK's online Transfer Evaluation System (TES) to determine if there is a pre-determined UK equivalent for the course(s) they want to take at the NSE host institution. If a course is not listed in the TES, they must provide the UK NSE coordinator with this information regarding the host institution course(s);

- Course Prefix
- Course Number
- Course Title

The UK NSE coordinator sends this information to the UK Transfer Center and they determine the UK equivalent(s). It can take 4 – 6 weeks for this process. Once the determination has been made, the host institution course and the UK equivalent will be posted to the TES database.

Outbound NSE participants are not required to submit a completed Academic Approval Form to the UK NSE Coordinator. However they are provided with an NSE AAF and encouraged to get it completed for their own records.

[4] TRANSCRIPTS

The UK NSE participant is responsible for requesting a copy of their transcript with final grades from their host institution and instruct that it be mailed directly to the UK Admissions Office.

[B] INBOUND NSE EXCHANGE STUDENTS

Inbound exchange students are selected at the annual NSE conference each March. Once the selection is made the UK NSE coordinator emails the in-coming students and directs them to complete the online application available through the UKEA website. Each student must complete the application and submit all supporting documentation. The NSE Exchanges Coordinator will work closely with each applicant on the application process.

The NSE Exchanges Coordinator will review all application materials, print them and deliver each completed application packet to the UK Office of Admissions, together with a cover letter identifying each applicant as an NSE exchange program participant, for admissions review. Application fees are waived. The Office of Admissions will process applications, requesting any additional documentation as needed, and admit the students into the UK system. It is the responsibility of the NSE Exchanges Coordinator to obtain any additional documentation from their partner institution counterparts and communicate directly with Admissions.

The Office of Admissions will create through SAP a Student ID and User Name for each incoming student. Then, Admissions will issue each inbound student's Letter of Acceptance and other materials as standard for any incoming transfer student. The Office of Admissions will email a "Welcome/Admittance Packet" to each applicant along with any supporting documentation from EA. Admissions will notify the NSE Exchanges Coordinator when the packet is emailed. The NSE Exchanges Coordinator will then provide this information to the student's home institution.

PRE-ARRIVAL

- [1] Prior to arrival, the exchange student participant is required to complete the post-admission section of their online application confirming they have submitted an application for UK Housing, their method of transportation to Lexington, planned arrival date etc.

[2] HOUSING

The NSE Exchanges Coordinator will support each inbound student regarding the housing application and other pre-arrival accommodation issues. Students can submit an application to UK Housing for on-campus accommodation, or make their own arrangements for off-campus accommodation.

[3] COURSE REGISTRATION

The admissions packet emailed to each incoming NSE student includes instructions on how to create the linkblue ID and access the online registration system. It is the student's responsibility to enroll themselves in their UK classes with assistance from their UK academic advisor. Contact information for their academic advisor is included in the UK admissions email.

Prior to arrival, NSE exchange students wanting courses in the colleges of Communication & Information, Business & Economics, and Engineering are required to provide details of the specific UK courses and proof of any necessary pre-requisites, to the NSE Exchanges Coordinator. The Coordinator will then liaise with the relevant college to determine the student's eligibility for the requested courses. UK cannot guarantee in advance that students will be eligible for the courses indicated in their application, nor is there a guarantee that the courses will be available after arrival.

[4] ON-GOING ORIENTATION & ADVISING

Inbound students must attend the mandatory orientation organized by the UK NSE Exchanges Coordinator before the first day of classes. They will also arrange a special welcome reception/lunch each August and January. Each sponsoring college is responsible for arranging academic advising for their NSE exchange students. The NSE Exchanges Coordinator will maintain a (non-academic) advising relationship with each exchange student throughout the semester and as possible, ensure that each student is maintaining satisfactory academic progress.

[5] TRANSCRIPTS & GRADING

It is the student's responsibility to request that a copy of their official UK transcript be mailed to their home institution at the end of their term of study at UK. Transcripts will only be released once the departing student has paid all outstanding charges on their UK student account.

[6] HEALTH INSURANCE

Inbound NSE exchange students are responsible for ensuring they have suitable health insurance. The UK Education Abroad & Exchanges office is not responsible for any aspect of an NSE exchange student's health insurance.

[7] RESIDENCY STATUS

All inbound NSE students are admitted to UK in non-resident status. Per the CPE Tuition Waiver Program, the EA Financial Manager sends a list of all NSE exchange participants to the Registrar's Office upon arrival and registration of courses so that the residency status in UK's enrollment management system can be changed from non-resident to resident status for billing purposes.

[I] ORIENTATION & VISA FEES.

UKEA assesses all incoming students a \$50 Program fee each semester. This is applied to their UK student account and is paid directly by each student.

EXCHANGE PROGRAM DEVELOPMENT

The UK International Center welcomes all discussion of new exchange program development and extends its services to on-going program maintenance and support. Developing a new exchange program generally takes at least one academic year before student mobility is initiated.

[A] CONSULTATION WITH UKIC

All potential bilateral and multilateral exchanges are reviewed by UKIC. Whether university-wide or college-specific, ideas for new exchange initiatives should be pursued in collaboration with UKIC's Executive Director of Education Abroad and Exchanges, and the EA Exchanges Coordinator. Through UKIC, Education Abroad & Exchanges at UK, the Executive Director of International Partnerships and Research, and the Manager of International Agreements assist with all aspects of program development, including the selection of peer institutions, contract negotiation, establishing protocols for student exchange, etc.

[B] UNIVERSITY-WIDE VS. COLLEGE-SPECIFIC

UKIC will determine if an exchange will be university-wide or college-specific. Exchanges initiated by a UK sponsoring-college are usually discipline specific and are best managed by the college. Only UKIC may initiate university-wide exchanges and upon request, may coordinate on a case-by-case basis with sponsoring UK colleges to assume management and financial risk of college-specific exchanges and only then if the exchange has multi-college support. Sponsoring colleges of college-specific exchanges enjoy the flexibility of cost center revenue excess and preferential enrollment of their students onto any exchange. Conversely, sponsoring colleges must assume the risk of negative cost center balances and accept the added responsibility for promoting college-specific exchanges.

[C] CONTRACT NEGOTIATION & MAINTENANCE

All exchanges must have a current exchange-specific agreement in effect between UK and the partner institution⁷.

Generally, the EA Exchanges Coordinator will work with the UK College (if college specific) and the exchange partner to discuss and agree on the scope and parameters of the agreement (undergraduate or graduate, available areas of study, responsibility for securing accommodation etc) and liaise with the Partnerships & Research Office which will draw up a draft agreement acceptable to both institutions. This draft is then submitted to UK Legal Counsel for review and approval. Once approved, the Partnerships & Research office liaises with the EA Exchanges Coordinator to collection signatures from both institutions. Copies of all agreements are kept on file in both hard and soft copy within UKIC. The Manager of International Agreements (in the Partnerships & Research Office) will be responsible for maintaining all exchanges agreements and will work closely with the EA Exchanges Coordinator on issues such as the renewal of existing agreements.

All agreements must be successfully reviewed by UK's legal counsel and bear the signature of the Associate Provost of Internationalization. College-specific agreements must also have the signature of the dean of the sponsoring UK college. UKIC has an exchange agreement template which has been approved by UK's legal counsel. Agreement protocols typically state that the exchange enrollment

⁷ While most Memorandum of Understanding (MOU) reference a student exchange, an MOU is not an exchange agreement and cannot be used to establish and operate a bilateral student exchange program.

should be in balance at three year intervals⁸. For tracking and maintenances purposes, all exchanges agreements are to be accompanied by a completed *International partnership Proposal Form*. This form must be completed before an exchange agreement can be negotiated. This form is also required when existing exchange agreements are renewed.

[D] EAP COURSE & COST CENTER

A dedicated cost center must be created through which tuition and fees from outbound UK students are collected and from which tuition and fees for inbound students are paid. EA will establish an EAP course for all exchanges. The cost center for college-specific exchanges must be established within the sponsoring college. Tuition and fees from outbound UK students are collected via this EAP course, which are then allocated to the associated cost center. In turn, tuition and fees for inbound students are paid from the associated cost center. A SAG form to pay the tuition and fees for inbound students from the associated cost center must be submitted to UK Student Financial Aid Office. SAG forms are typically submitted after the course add/drop period during the semester the inbound student is enrolled. Although responsibility for this process rests within each sponsoring college for college-specific exchanges, EA will oversee this process unless otherwise directed⁹.

If an exchange cost center ends the fiscal year with a negative balance, the unit where the cost center is housed is responsible to cover the negative balance. An exception can be made for the first year of a new exchange. If a negative balance occurs at the end of the fiscal year after the first year of a new exchange, the unit responsible for the cost center should contact the Provost Budget Office to process a reverse budget transfer (i.e., creating negative budget authority in the exchange account), to allow for carrying the negative balance forward into the next fiscal year. Throughout the time of the exchange agreement, the responsibility is on the unit to balance the exchange. At the end of the term of exchange (generally five years), the account should not carry a negative revenue balance.

[E] PROGRAM PROMOTION

Whether university-wide or college-specific, EA will develop a program page on the EA website through which students must apply for participation on the exchange. All students should be directed to the appropriate webpage. However, college-specific exchanges should also be listed on college-based websites and in other promotional materials where international education activities are highlighted. The IAC representative within each college should be designated on the website for student inquiries.

EA will facilitate an Exchanges Welcome and Farewell Lunch at the start and end of each semester. The EA Exchanges Coordinator also provides a supplemental fall and spring orientation for incoming exchange students.

[F] STUDENT SERVICES

UKIC will uniformly extend its services to all UK exchanges, which involves promotion and outreach, student advising, selection, ongoing orientation, travel medical/evacuation insurance, etc. However, exchange balances for college-specific exchanges will be the responsibility of the sponsoring college. As such, each sponsoring college should work with EA to regulate inbound and outbound student flows.

⁸ The actual agreement is typically for a five year period.

⁹ The EA Financial Manager is responsible for this process. The EA Exchanges Coordinator is responsible for confirming to the EA Financial Manager the student name, UK ID number, full-time enrollment and costs to be paid.

EXCHANGE PROGRAM MANAGEMENT

[A] EXCHANGE COORDINATION

Within EA, one advisor has been designated as the EA Exchanges Coordinator and this person will monitor exchange balances for all UK exchanges and serve as the EA liaison for college-specific exchanges. Each sponsoring college shall appoint a representative to the International Advisory Council who will manage college-specific exchanges. ISSS will designate a liaison to Education Abroad for exchange programming. The EA Exchanges Coordinator will act as an information hub, maintaining records for all inbound and outbound exchange students, monitoring exchange balances, and maintaining a website for incoming exchange students. The EA Exchanges Coordinator will hold information sessions as required with the college IAC representative to provide an overview of Terra Dotta enrollment management tools and to outline the admission procedure for inbound students.

[B] EXCHANGE BALANCE MANAGEMENT

The EA Exchanges Coordinator will work in close partnership with each college IAC representative on matters related to exchange balance management, although the ultimate responsibility remains with each sponsoring college. The EA Exchanges Coordinator will not forward any prospective student for admission to a college-specific exchange without written consent of the college.

The Manager of International Agreements will maintain memoranda of agreement for all exchanges and oversee the maintenance of all agreements. The EA Exchanges Coordinator will work with each sponsoring college with regard to updating and/or changing agreements as needed. As most bilateral exchange agreements require notice to alter or nullify the agreement, the EA Exchanges Coordinator will notify the sponsoring colleges of looming expiration dates six months prior.

[C] COST CENTER MANAGEMENT

EA will work in partnership with sponsoring colleges to develop a cost center for each college and EAP course for college-specific exchanges. The cost center for college-specific exchanges must be established within the sponsoring college. EA can view balances for college-specific cost centers through SAP but retains no budget authority.

[D] STUDENT BILLING

Student billing associated with all exchanges is managed through EA, unless otherwise directed by a sponsoring college. As needed, Education Abroad & Exchanges will collaborate with sponsoring colleges on the student billing process, but ultimate financial responsibility remains within each sponsoring college.

EA will pay portions of student bill that UK is required to pay per the exchange agreement and will accordingly communicate with each student on what is being paid and what is the student's responsibility (i.e., health insurance, ISSS visa processing and orientation fee). All questions with regard to student billing should be directed to EA.

Employee Education Program (EEP) and Family Education Program (FEP) benefits may be used to pay exchange program tuition fees associated with EAP599 and the associated EAP fee. This is an exception negotiated by Dr. Susan Carvalho and Dr. Anthony Ogden and approved by Jon Davis of Employee Benefits (Fall 2010).

[E] ANNUAL REPORTING

The EA Exchanges Coordinator will prepare an annual report each August on all exchanges, to include information on enrollment balances, notes on each program, etc.

EXCHANGE PROGRAM DEVELOPMENT OUTLINE

New exchange program idea initiated. Initiating college consults with UKEA Exchanges Coordinator to determine if exchange will be college-specific or university-wide.

EA Exchanges Coordinator completes International Partnership Proposal Form to UKIC Partnerships & Research (P&R) Office

P&R drafts agreement for review by UKEA Exchanges Coordinator, sponsoring college (if applicable), UK Admissions, UK Director of Int Health, Safety & Security, ISSS, and partner institution.

UKIC submits negotiated exchange contract to UK legal counsel for review.

COLLEGE SPECIFIC

UNIVERSITY WIDE

Agreement signed by Dean of college & Assoc. Provost for Internationalization. Copy kept on file in UKIC.

Agreement signed by UK EA Executive Director & Associate Provost for Internationalization. Copy kept on file in UKIC.

Sponsoring college establishes a cost center for college-specific exchanges (if needed).

Education Abroad & Exchanges establishes a cost center for university-wide exchanges (if needed).

Education Abroad & Exchanges establishes an EAP course (billing code) for college-specific exchange.

Education Abroad & Exchanges establishes an EAP course (billing code) for university-wide exchanges.

Education Abroad & Exchanges establishes exchange balance parameters on Studio Abroad and creates webpage.

Education Abroad & Exchanges establishes exchange balance parameters on Studio Abroad and creates webpage.

The college rep. to International Advisory Council to serve as liaison to students and UKIC.

Exchange coordinator serves as primary advisor for all students interested in the exchange program.

Sponsoring college manages inbound and outbound exchanges (in collaboration with EA), cost center management, exchange balance management, etc.

Education Abroad & Exchanges manages university-wide exchanges and supports EA Exchanges Coordinator with enrollment management, orientation and promotion.

INBOUND STUDENT SERVICES

EA extends uniform student services to all inbound exchange students. EA partners with the International Students and Scholars Services (ISSS) unit within the UK International Center to provide on-going support to students during their stay at the University of Kentucky. Sponsoring colleges are encouraged to supplement these services.

[A] ADMISSIONS

College-Specific Exchanges. Each sponsoring college is responsible for maintaining relations with the institutional partner. When an incoming student has been identified, the coordinator at the partner institution must nominate each potential student to the EA Exchanges Coordinator using the online Nomination Form available on the UK EA website. Upon receipt of a nomination, the EA Exchanges Coordinator will consult with the appropriate college IAC representative regarding the admissibility for participation in the exchange program.

If approved in writing by the sponsoring college, eligible inbound students will be directed to the incoming exchange student application page on the UK EA website. At this site, the application process and deadlines are explained. Each student must complete an online application (approved by Admissions) and submit this along with supporting documentation via the online application system. The EA Exchanges Coordinator will work closely with each applicant on the application process.

The EA Exchanges Coordinator will review all application materials, print them and forward each completed application packet to the UK Office of Admissions, together with a cover letter identifying each applicant as an exchange program participant, for admissions review. Application fees are waived. The Office of Admissions will process applications, requesting any additional documentation as needed, and admit the students into the UK system. It is the shared responsibility of each sponsoring college and the EA Exchanges Coordinator to obtain any additional documentation from their partner institution counterparts and communicate directly with Admissions. Note: Official confirmation of English proficiency (usually by means of a valid Toefl or IELTS certificate) is required for all non-native English speaking applicants, but can be varied or waived under certain circumstances.

The Office of Admissions will create through SAP a Student ID and User Name for each incoming student. Admissions will then issue each inbound student's DS-2019 document, Letter of Acceptance and other materials as standard for any international student. The Office of Admissions will mail a "Welcome/Admittance Packet" to each applicant along with any supporting documentation from EA and ISSS (i.e., U.S. Dept. of State brochure). The sponsoring college may elect to mail the welcome/admittance packet. Admissions will notify the EA Exchanges Coordinator when the packet is mailed and provide a tracking number. The EA Exchanges Coordinator will then provide this information to the student's home institution.

University-Wide Exchanges. When a student has been identified, the coordinator at the partner institution will nominate each potential student via the UK EA website to the EA Exchanges Coordinator. The EA Exchanges Coordinator will determine the eligibility for participation (i.e., exchange balances, area of study, agreement renewal, etc.)

Eligible inbound students will be directed to the incoming exchange student application page on the UK EA website. At this site, the application process and deadlines are explained. Each student must complete an online application (approved by Admissions) and submit this along with supporting documentation via the online application system. The EA Exchanges Coordinator will work closely with each applicant on the application process.

The EA Exchanges Coordinator will review all application materials, print them and forward each completed application packet to the UK Office of Admissions, together with a cover letter identifying each applicant as an exchange program participant, for admissions review. Application fees are waived. The Office of Admissions will process applications, requesting any additional documentation as needed, and admit the students into the UK system. It is the responsibility of the EA Exchanges Coordinator to obtain any additional documentation from the partner institution counterpart and communicate directly with Admissions. Note: Official confirmation of English proficiency (usually by means of a valid Toefl or IELTS certificate) is required for all non-native English speaking applicants, but can be varied or waived under certain circumstances.

The Office of Admissions will create through SAP a Student ID and User Name for each incoming student. Then, Admissions will issue each inbound student's DS-2019 document, Letter of Acceptance and other materials as standard for any international student. The Office of Admissions will mail a "Welcome/Admittance Packet" to each applicant along with any supporting documentation from EA and ISSS (i.e., U.S. Dept. of State brochure). [NOTE: Students entering under the auspices of ISEP receive immigration and visa support documents directly from the sponsoring organization, not from UK.] Admissions will notify the EA Exchanges Coordinator when the packet is mailed and provide a tracking number. The EA Exchanges Coordinator will then provide this information to the student's home institution.

[B] PRE-ARRIVAL

Prior to arrival, the exchange student participant will receive standard Hobson's Connect email correspondence oriented for all international students. This correspondence generally includes information about packing suggestions, airport pick-up, UK online check-in, orientation, campus housing, etc.

Once the incoming list of participants has been finalized, typically in August and December, the EA Exchanges Coordinator will forward the list to the ISSS Exchanges Liaison. The EA Exchanges Coordinator will also communicate incoming exchange participant information to the UK sponsoring college. Where possible, EA will provide a copy of each student's home institution transcript at the time of initial academic advising.

The EA Exchanges Coordinator and the SSS Exchanges Liaison are jointly responsible for communicating with the incoming student on pre-arrival logistical questions and arrangements as needed (airport pick-up, online check-in, orientation week activities etc).

[C] HOUSING

The EA Exchanges Coordinator will support each inbound student regarding the housing application and other pre-arrival accommodation issues. The ISSS Exchange Liaison will liaise with the Undergraduate Housing Office to finalize housing arrangements. Inbound exchange students are generally housed in UK residences that are open year-round (i.e. Blazer Hall, Smith Hall).

[D] COURSE REGISTRATION

UK Admissions places a registration hold on each new international student's account to ensure compliance with federally mandated online check-in and in-person orientation sessions upon arrival. These holds serve a critical, federal immigration requirement in maintaining the student's legal immigration status. Because of this, inbound exchange students cannot register for a full-time course

load prior to arrival. ISSS, EA or the sponsoring college may occasionally request that these holds be temporarily lifted to allow students to register for particularly high-demand courses.¹⁰

The EA Exchanges Coordinator will advise university-wide and college-specific incoming exchange students on the course registration process. This is in addition to the information provided by ISSS at their main orientation session, and the main Advising Conference, also coordinated by ISSS.

Prior to arrival, university-wide exchange students requesting courses in the colleges of Communication & Information, Business & Economics, and Engineering are required to provide details of the specific UK courses and proof of any necessary pre-requisites, to the EA Exchanges Coordinator. The Coordinator will then liaise with the relevant college to determine the student's eligibility for the requested courses. For college-specific exchange students this function will be performed by the college IAC rep or other designated person. UK cannot guarantee in advance that students will be eligible for the courses indicated in their application, nor is there a guarantee that the courses will be available after arrival.

[E] ON-GOING ORIENTATION & ADVISING

International students are required to complete their online check-in (through iCAT) upon arrival at UK. Inbound students must attend a mandatory International Student Orientation session (organized by ISSS) before their first day of classes. The EA Exchanges Coordinator will arrange a special welcome reception and supplemental orientation for exchange students each August and January. Each sponsoring college is responsible for arranging academic advising for their international exchange students. The EA Exchanges Coordinator will maintain a (non academic) advising relationship with each exchange student throughout the semester and as possible, ensure that each student is maintaining satisfactory academic progress.

[F] TRANSCRIPTS & GRADING

For all exchanges, the EA Exchanges Coordinator will obtain official transcripts from the Registrar's Office and mail them to inbound students' home institution within three weeks of their final semester at UK. Transcripts will only be released once the EA Exchanges Coordinator receives confirmation that the departing student has paid all outstanding charges on their UK student account.

[G] HEALTH INSURANCE

All international students are required by federal regulation and UK policy to have health insurance. Inbound exchange students in F-1, J-1 or J-2 status are automatically enrolled in the Student Health Insurance Plan when they register for classes.

The Student Health Insurance Plan is provided by contract with Academic HealthPlans. Plan details are available on the Academic HealthPlan website <https://uky.myahpcare.com/>

UK only accepts health insurance waiver applications from one of the following groups of students:

- Student is sponsored by the United States government;
- Student is sponsored by a foreign government recognized by the United States or certain international, government-sponsored or non-governmental organizations, and covered under a health plan that is compliant with the Affordable Care Act (ACA). If the health plan does not

¹⁰ In this circumstance a student can generally be enrolled in a maximum of three courses. They should not be enrolled as a full time student prior to arrival at UK as this diminishes the motivation to complete ISSS check-in and orientation.

include medical evacuation and repatriation, a rider must be purchased providing coverage at equal limits to the UK Student Health Insurance Plan;

- Student is enrolled in an employer-provided group health plan, as a primary member or dependent, that is compliant with the ACA. If the health plan does not include medical evacuation and repatriation, a rider must be purchased providing coverage at equal limits to the UK Student Health Insurance Plan;
- Student is an exchange student who is provided a group health insurance policy through their home university or organization coordinating your exchange. Note: not all home universities/organizations allow for exemptions. The U.S. Dept. of State requires that all exchange visitors and any accompanying spouse and dependent(s), may be subject to the requirements of the Affordable Care Act." [22 CFR 62.14(a)]. The UK Student Health Insurance plan meets all ACA requirements.

Requests for waivers must be submitted online at <https://uky.myahpcare.com/>. The deadline for submission of the waiver request is September 22 for fall participants, and February 22 for spring participants. If the waiver application is approved the cost of the Student Health Insurance Plan will be removed from the student's bill within two weeks. Questions should be directed to studentinsurance@email.uky.edu or 859.257.6608. Neither the EA Exchanges Coordinator nor ISSS is involved in determining if a policy qualifies for a waiver.

[H] RESIDENCY STATUS

All inbound students are admitted as international non-residents. Per the CPE Tuition Waiver Program, the EA Financial Manager sends a list of all exchange participants (university-wide and college-specific) to the Registrar's Office upon arrival and registration of courses so that the residency status in UK's enrollment management system can be changed from non-resident to resident status for billing purposes, although all remain listed as international students for all other reporting and immigration purposes.

[I] ORIENTATION & VISA FEES.

ISSS assesses all incoming students a \$60 international orientation/visa (UKIC) fee each semester. With the exception of ISEP students, these fees are to be paid directly by each student. Education Abroad does not absorb these expenses. (For ISEP students, these fees will be included in the amount "SAGed" to the ISEP students' account.) All exchange students are responsible for paying the \$25 "see blue" U Advising Conference fee.

OUTBOUND STUDENT SERVICES

EA extends uniform student services to all outbound exchange students. Sponsoring colleges of college-specific exchanges are encouraged to supplement these services as appropriate.

[A] PROMOTION & OUTREACH

EA will uniformly promote existing exchanges to UK students. As college-specific exchanges are often discipline specific, each college should ensure that each exchange is highly visible to its students. College-specific exchanges should be listed on college-based websites and in other information where international education activities are highlighted.

[B] APPLICATION & SELECTION

Whether university-wide or college-specific, EA will manage the student application and selection process. The IAC representative from each UK college will serve as the primary EA contact, from whom EA will seek approval in writing before admitting any student into the exchange. Ownership and responsibility for maintaining exchange balances rests with each sponsoring college. EA will serve in an advisory role as needed on college-specific exchanges.

[C] ORIENTATION & ADVISING

EA will provide comprehensive, on-going orientation and advising to all students, irrespective of program choice. Each professional EA advisor serves a particular college and will work with applicants accordingly.

[D] TRANSCRIPTS

During pre-departure orientation, the EA Exchanges Coordinator will advise all outbound exchange students of their responsibility to inform their host institution that a transcript with final grades must be mailed to the UKEA office at the conclusion of their exchange term. EA will receive and process these transcripts through UK admissions.

APPENDIX A - UNIVERSITY-WIDE EXCHANGES

Institution:	Estab.	Expry.	Location	Type	EAP
Aix-Marseille University	2018	7/31/23	France	TFE	EAP 431FR
Akita International University ¹¹	2012	7/13/21	Japan	TFE	EAP 431JP
Carlos III University of Madrid ¹²	2011	7/31/22	Spain	TFE	EAP431ES
Charles Sturt University	2011	8/31/21	Australia	TFE	EAP 431AU
Chung-Ang University ¹³	2009	7/31/19	Korea	TFE	EAP 431KR
Deauville Sister Cities (Scholarship) ¹⁴	n/a	n/a	France	n/a	n/a
Heidelberg University (Exchange) ¹⁵	1986	7/31/24	Germany	TFE	EAP 431DE
Heidelberg University (Scholarship) ¹⁶	1986	Ongoing	Germany	n/a	n/a

¹¹ Each outbound summer participant on the Akita International University (Summer) exchange equals TFE (.50) for one semester student. For every two UK students participating on the AIU summer program, AIU can send one full semester student to UK.

¹² The exchange was developed by the College of Communication and Information, but was moved at the Dean's request and with UKIC approval to a University-wide exchange effective October 30, 2012. All exchange account balances were made retroactive to the start of the original exchange.

¹³ In January 2019 UK notified CAU that we would not be renewing this agreement when it expires in July 2019.

¹⁴ Heidelberg Scholarship, Deauville Sister Cities Scholarship and University of Caen Scholarship programs are scholarship-based programs, not true exchange programs. Associated cost centers are used to pay tuition and fees for inbound students. As no funds are generated from outbound students, the negative balance for each cost center remains until EA requests the University Budget Office to rectify the balance. This request must be submitted before the end of the current fiscal year. Thereafter, the account is restored to zero and is set for another scholarship cycle.

Outbound participants on the University of Caen (Lexington Sister Cities Scholarship) program are responsible for EA application and admin fees, EAP599 fee and TMI. The cost center for Deauville Sister Cities scholarship is 1012015050 OIP Deauville.

¹⁵ January 2017 both institutions signed an addendum confirming UK will admit Heidelberg graduate students at graduate level to earn graduate level. Because of the discrepancy in UK tuition rates, these students will be counted on a 2:1 ratio, with each graduate semester participant being counted as 2 semesters. The addendum was incorporated into the main text of the renewed agreement, March 2019.

¹⁶ Fall 2015: UK College of Medicine confirmed it no longer had the capacity to accept incoming medical students after Spring 2017. Prior to 2017 inbound *Heidelberg Scholarship* students had traditionally been medical students. Prior to acceptance the inbound Heidelberg medical student's dossier was submitted to Student Affairs officers at the medical school to be reviewed and approved by the Progress & Promotions Committee. The student entered the U.S. for the fall term in J-1 student status and enrolled in regular courses for the fall term (as of January 2017 student can be admitted at either graduate or undergraduate level. To be decided on a case by case basis). In the spring term, they participated in medical clerkship rotations, but must depart the U.S. at winter break and return in B-1 immigration status, due to federal immigration regulations. They are assessed standard tuition & fees. Their tuition and fees are paid from the associated cost center (101203490). In addition, they are paid a stipend of \$3,000 USD per semester from the associated cost center (1023170850). EA office requests reimbursement for tuition, fees and the stipend from the University Budget Office before the end of the current fiscal year. Students are responsible for their own housing and meals. Since 2017 the incoming Heidelberg scholarship recipients have enrolled in regular courses at UK.

Institution:	Estab.	Expry.	Location	Type	EAP
International Student Exchange Program ¹⁷	1990	Ongoing	Multiple	ISEP	EAP 436
Kansai Gaidai University	1998	7/31/24	Japan	TLM	EAP 432JP
Lancaster University	1994	11/10/20	England	TFE	EAP 431UK
Maynooth University ¹⁸	2004	1/31/20	Ireland	TFE	EAP 431IE
Meiji Gakuin University	2013	7/31/21	Japan	TFE	EAP 431JP
Nagoya University (NUPACE)	2008	6/30/20	Japan	TFE	EAP 431JP
National Student Exchange (NSE) ¹⁹	2001	Ongoing	USA	TFE	NES 333
Swansea University	2017	7/31/21	Wales	TFE	EAP 431UK
The University of Manchester	2016	7/31/21	England	TFE	EAP 431UK
University of Caen (Scholarship) ²⁰	n/a	n/a	France	n/a	n/a
University of Central Lancashire	2005	7/31/22	England	TFE	EAP 431UK

Outbound *Heidelberg Scholarship* students (2 per year) are not enrolled in an EAP (billing) course. The students are enrolled in EAP 599 and the fee is then SAGed off. Students are responsible for the \$50 application fee, \$100 administration fee and travel medical/evacuation insurance. All outbound UK students participate in a preparatory German language course paid for by the *Baden-Württemberg Landesstiftung* as a matter of course.

¹⁷ Multilateral student exchange.

¹⁸ In addition to the exchange agreement, UK and MU also negotiated a Direct Enrollment agreement allowing UK to send students to MU on a fee paying basis when demand exceeds available exchange spaces. This is a not a reciprocal arrangement; UK to MU only. The fee covers tuition at MU and is determined by MU. In spring 2017 the Equine Student Summer Internship (ESSI) program was renamed Maynooth University Student Summer Internship (MUSSI) to reflect potentially non-equine nature of internship. This brings up to 2 MU students to KY each summer to participate in an internship organized and administered by Lexington Sister Cities Commission. Participants do not enroll as UK students but each is counted as a one semester exchange participant. UKEA funds this internship with revenue from the university-wide exchange cost center. The terms of the MUSSI have been formalized in an addendum to the bilateral student exchange agreement.

In July 2017 UK and MU signed a second addendum to the bilateral student exchange agreement creating the Maynooth University Academic Year Student Internship (MUAYSI). This brings up to 2 MU students to KY each academic year to participate in an internship organized and administered by Lexington Sister Cities Commission. Participants do not enroll as UK students but each is counted as a two semester exchange participant. UKEA funds this internship with revenue from the university-wide exchange cost center. Renewal of this exchange agreement underway July 2019.

¹⁹ Membership is renewed annually in July.

²⁰ Outbound students in the *University of Caen (Lexington Sister Cities Scholarship Program)* are not enrolled in an EAP 4--(billing) course and thus are responsible only for EAP 599, UKEA administration fee, UKEA application fee and travel medical/evacuation insurance. Inbound Deauville students are assessed standard tuition & fees, which are later waived by the University Budget Office. Students are responsible for the cost of their accommodation and meals. November 2018 – date limited agreement drafted incorporating Caen scholarship program, Deauville summer internship, and Deauville teaching assistantship programs to be signed by UK, Lexington Sister Cities Commission & Deauville Jumelage. As of May 19 the draft agreement was awaiting approval by Deauville town council.

Institution:	Estab.	Expiry.	Location	Type	EAP
University of Leeds	2018	7/31/24	England	TFE	EAP 431UK
University of San Francisco, Quito ²¹	2009	7/31/24	Ecuador	TP	EAP 435EC
University of Sussex	2015	6/30/20	England	TFE	EAP 431UK
Waseda University	2015	2/5/20	Japan	TFE	EAP 431JP

²¹ Exchange agreement with USFQ is a ‘Tuition Plus’ exchange. From fall 2015 for every 2 UK students attending USFQ, UK will provide one USFQ semester-long exchange student with a scholarship up to equivalent of two one-semester UK in-state tuitions to be used toward the cost of UK on-campus accommodation and meal plan. USFQ student is responsible for any costs not covered by the scholarship. USFQ student also responsible for paying any tax on the value of the scholarship levied by US government and billed on its behalf by UK.

The MOU covering summer exchange option expired in 2014 and was not renewed (under the terms of the summer arrangement four Summer Tuition Waivers for University of Kentucky = FTE Tuition “Plus” for USFQ. Consistent with the ratio outlines above, four (4) University of Kentucky shorter/summer programs (6 credits) was considered equal to one (1) FTE of full tuition “plus, and vice versa).

APPENDIX B - COLLEGE-SPECIFIC EXCHANGES

Institution:	Estab.	Expyr.	College	Location	Type	EAP
Beijing Jiatong University	2017	7/31/22	B&E	China	TFE	EAP 440CN
Burgundy School of Business (Dijon) ²²	2010	7/31/22	B&E	France	TFE	EAP 440FR
City University of Hong Kong ²³	2010	6/30/20	A&S	China	TFE	EAP 444CN
HAW Hamburg ²⁴	2014	6/30/21	C&I	Germany	TFE	EAP 448G
HUMAK University of Applied Science	2010	3/31/22	Fine Arts	Finland	TFE	EAP 445FI
Karlsruhe Institute of Technology	2007	7/31/22	Engr.	Germany	TFE	EAP 442DE
Korea University Business School	2005	7/31/21	B&E	Korea	TFE	EAP 440KR
Kyoto University	2016	10/31/21	CAFE	Japan	TFE	EAP 441JP
Ludwigsburg University of Education ²⁵	2010	6/30/21	Grad	Germany	n/a	n/a
National Chengchi University ²⁶	2017	12/31/21	Grad	Taiwan	TFE	EAP 433G
Oxford Brookes University	2014	7/31/22	B&E	England	TFE	EAP 440UK
Seoul National University	2014	7/31/23	CAFE	Korea	TFE	EAP 441KR
Stockholm School of Economics	2008	7/31/24	B&E	Latvia	TFE	EAP 440LV
Technical University Berlin	2017	7/31/23	Engr	Germany	TFE	EAP 442DE
The Grenoble School of Management	2010	5/31/22	B&E	France	TFE	EAP 440FR
Turin Polytechnic	2015	7/31/21	Engr.	Italy	TFE	EAP 442IT
University of Applied Science Potsdam	2012	7/31/21	Fine Arts	Germany	TFE	EAP 445DE

²² Because of the tuition differential, an incoming MBA student from BSB is counted as 2 semesters for each semester they attend UK. This allows UK to send 2 undergraduate semester participants to BSB.

²³ Due to reorganization at CityUHK in 2018, the areas of study available to UK students at CityUHK limited to Chemistry, Physics and Mathematics, housed within College of Science at CityUHK.

²⁴ This exchange was agreed and signed in 2014 but did not become operational until AY 2016-17. This was when first UK cohort were eligible to participate.

²⁵ Ludwigsburg is only available to graduate students within the Department of German Studies. This is a TA exchange and as such, balances are not monitored. Incoming participants must apply through UK Graduate School, and complete a supplemental application for UKEA.

²⁶ Agreement between UK Patterson School of Diplomacy and NCCU's College of International Affairs.

Institution:	Estab.	Expyr.	College	Location	Type	EAP
University of Bari Aldo Moro	2017	7/31/22	B&E	Italy	TFE	EAP 440IT
University of Neuchatel	2006	7/31/21	B&E	Switz.	TFE	EAP 440CH
University of Valladolid ²⁷	2000	3/6/22	A&S	Spain	Grad	n/a
University Paris Diderot	2016	7/31/21	A&S	France	TFE	EAP 444FR
Vienna Univ. of Econ. and Business	1986	7/31/24	B&E	Austria	TFE	EAP 440AT
Vienna Univ. of Econ and Business	2017	7/31/20	Coll of Law	Austria	TFE	EAP 433G
WHU-Otto Beisheim School of Mgmt.	2006	7/31/24	B&E	Germany	TFE	EAP 440DE

²⁷ Valladolid is only available to graduate students within the Department of Hispanic Studies. This is a TA exchange and as such, balances are not monitored. Incoming participants must apply through UK Graduate School, and complete a supplemental application for UKEA.

APPENDIX C – CLOSED EXCHANGES

Institution:	Estab.	Ended	College	Location	Type	EAP
Anhalt University of Applied Sciences ²⁸	2010	2012	Design	Germany	TFE	EAP 437DE
Ecole Nationale Supérieure D'Architecture de Montpellier	2012	2016	Design	France	TFE	EAP 437FR
Education University of Hong Kong	2009	2012	Fine Arts	China	TFE	EAP 445CN
Federal University of Campina Grande	2011	2015	CAFE	Brazil	TFE	EAP 441BR
Federal University of Viçosa	2009	2018	CAFE	Brazil	TFE	EAP 441ES
Franciscan University of Vitoria	2010	2015	B&E	Spain	TFE	EAP 440ES
Freie University	2007	2012	n/a	Germany	TFE	EAP 431DE
Indian Institute of Management Lucknow	2012	2015	CAFE	India	TFE	EAP 441IN
Linköping University ²⁹	2011	2015	Educ.	Sweden	TFE	EAP 447SE
Pompeu Fabra University	2012	2016	A&S	Spain	TFE	EAP 444ES
Pontifical Catholic Univ. of Valparaíso	n/a	2011	Design	Chile	TFE	EAP 437CL
Shantou University	2014	2017	A&S	China	TFE	EAP 444CN
University of Dundee	2010	2015	Engr.	Scotland	TFE	EAP 442UK
University of Sydney	2012	2015	Educ.	Australia	TFE	EAP 447AU
Warsaw Univ. School of Management ³⁰	2005	2012	B&E	Poland	TFE	EAP 440PL

²⁸ Each outbound summer student was counted as 0.5 semester enrollments at UK. This exchange was frozen in 2013 because of an imbalance. UK sent Anhalt considerably more students than Anhalt sent to UK.

²⁹ September 2017. Dr Sharon Brennan confirmed this agreement would not be renewed. Linköping notified.

³⁰ Gatton knowingly ended the exchange in October 2012 with a significant imbalance of nine student placements. In this case, UK received nine students more than it sent.

APPENDIX D - EXCHANGE BALANCES 2018-2019

The following chart reports the student exchange balances as of August 1, 2019. Please note that there may be some discrepancy with reported balances from partner institutions, which is due in part to previously inconsistent enrollment management protocols at UK. An asterisk (*) next to the partner name indicates the program offers semester and summer exchange options, and the balance is a combination of both outgoing numbers recorded on Studio Abroad. A negative (-) balance indicates that UK has sent more students to the partner institution than have studied at UK. A positive (+) balance means that UK has received more students than UK has sent to the partner institution. Typically, the exchange should be balanced at the conclusion of the exchange agreement.

Institution:	Start Balance	Fall 2018		Spring 2019		Summer 2019		End Balance
		Out	In	Out	In	Out	In	
Aix-Marseille University	0	0	0	2	0	0	0	-2
Akita International University*	-0.5	2	1	1	0	0	0	-2.5
Beijing Jiatong University	+1	0	1	0	0	0	0	+2
Burgundy School of Business (Dijon)	0	0	0	0	0	0	0	0
Carlos III University of Madrid	+1	2	4	2	4	0	0	+5
Charles Sturt University	0	1	2	0	2	0	0	+3
Chung-Ang University	+1	1	0	1	0	0	0	-1
City University of Hong Kong	0	0	0	0	0	0	0	0
Hamburg University of Applied Sciences	-1	0	1	0	0	0	0	0
Heidelberg University ³¹	-16	2	1	3	1	0	0	-19
HUMAK University of Applied Science	+1	0	0	0	0	0	0	+1
International Student Exchange Program ³²	-3.5	2	3	3	4	0	0	-1.5

³¹ Incomplete records make it impossible to arrive at a definitive figure. Both UK and Heidelberg are comfortable with the balance, and Heidelberg has confirmed on several occasions that they are not concerned about the imbalance as this exchange will run indefinitely. Heidelberg has always included the inbound and outbound Heidelberg Scholarship recipients in its exchange balance. Under the previous UK exchange coordinator (pre fall 2013), the HS recipients were not included in the balance. They are now included, and those previously excluded have been retroactively added to the balance.

³² Although ISEP scores each semester exchange participant as .5, and each summer exchange participant as .25, to maintain consistency with all other exchange balances, the Exchanges Report and Studio Abroad continue to count semester students as 1 and summer students as .5. In other words, any figure provided by ISEP must be doubled to match UK Studio Abroad

Institution:	Start Balance	Fall 2018		Spring 2019		Summer 2019		End Balance
		Out	In	Out	In	Out	In	
Kansai Gaidai University	0	0	2	0	2	0	0	+4
Karlsruhe Institute of Technology	0	0	0	0	0	0	0	0
Korea University Business School*	-1.5	0	0	1	0	0	0	-2.5
Kyoto University	0	0	1	0	1	0	0	+2
Lancaster University	+6	8	1	1	1	0	0	-1
Maynooth University, Ireland ³³	0	2	1	0	1	0	1	+1
Meiji Gakuin University	+1	2	2	1	2	0	0	+2
Nagoya University (NUPACE)	+2	1	0	2	0	0	0	-1
National Chengchi University	-2	0	0	0	0	0	0	-2
National Student Exchange ³⁴	+3	3	0	6	2	0	0	-4
Oxford Brookes University	-3	0	0	0	1	0	0	-2
Seoul National University	0	0	0	1	0	0	0	-1
Stockholm School of Economics (Riga)	+2	0	0	0	0	0	0	+2
Swansea University	0	1	1	0	1	0	0	+1
Technical University Berlin	0	0	0	0	0	0	0	0
The Grenoble School of Management	+3.5	0	0	7	0	0	0	-3.5
The University of Manchester	-5	0	0	0	0	0	0	-5
Turin Polytechnic ³⁵	+1	0	0	1	0	0	0	0
University of Applied Science Potsdam	0	0	0	2	0	0	0	-2

reporting. Due to incomplete historical records, the total ISEP activity reflected in the Studio Abroad balance only encompasses AY 1998-99 to present.

³³ June 2014: Maynooth University agreed to reset exchange balance to zero from fall 14 after UK sent 14 participants to inaugural NMU summer school.

³⁴ UKEA responsible for exchange balance from fall 2017 semester. Balance reset to 0 from August 2017

³⁵ Outgoing students in the spring. Incoming students in the fall.

Institution:	Start Balance	Fall 2018		Spring 2019		Summer 2019		End Balance
		Out	In	Out	In	Out	In	
University of Bari Aldo Moro	0	0	0	0	0	0	0	0
University of Caen (Lexington Sister Cities Scholarship Program)	+1	1	3	1	3	0	0	+5
University of Central Lancashire	-3	0	1	0	1	0	0	-1
University of Leeds	0	0	0	0	0	0	0	0
University of Neuchatel	+3	0	0	0	0	0	0	+3
University of Sussex	+1	2	2	0	2	0	0	+3
University Paris Diderot	0	0	0	0	0	0	0	0
University San Francisco de Quito ³⁶	+1	0	1	0	0	0	0	+2
Vienna University of Economics and Business (Gatton) ³⁷	-4	0	0	0	0	0	0	-4
Vienna University of Economics and Business (Law)	-1	0	0	0	2	0	0	+1
Waseda University	-2	0	3	2	3	0	0	+2
WHU-Otto Beisheim School of Management	-1	1	1	0	0	0	0	-1

³⁶ From fall 2015 for every 2 UK students attending USFQ, UK provides one USFQ semester-long exchange student with a scholarship up to equivalent of two one-semester UK in-state tuition fees to be used toward the cost of UK tuition and fees, on-campus accommodation and meal plan. USFQ student is responsible for any costs not covered by the scholarship. USFQ student also responsible for paying any tax on the value of the scholarship levied by US government and billed on its behalf by UK. MOU covering summer exchange option expired in 2014.

³⁷ June 2014: WU agreed to reset the Gatton exchange program balance to zero, starting in fall semester 2014.

APPENDIX E - CURRENT COST CENTER ACCOUNT BALANCES

Cost Center:	Associated Programs	Balance (as of 6/30/2019)
1013202360	Aix-Marseille University	\$194, 580.38
1013202360	Akita International University	
1013202360	Carlos III University of Madrid	
1013202360	Charles Sturt University	
1013202360	Chung-Ang University	
1013202360	Heidelberg University (non-scholarship only) ³⁸	
1013202360	Lancaster University	
1013202360	Maynooth University	
1013202360	Meiji Gakuin University	
1013202360	Nagoya University (NUPACE)	
1013202360	Swansea University	
1013202360	The University of Manchester	
1013202360	University of Central Lancashire	
1013202360	University of Leeds	
1013202360	University of Sussex	
1013202360	Waseda University	
1012035490	Tuition account for Heidelberg Scholars	\$0
1023170850	Stipend account for Heidelberg Scholars	\$0
1013202350	Kansai Gaidai University	-\$62,021.33
1013202320	University of San Francisco, Quito	-\$1,629.56

³⁸ For revenue collected and costs paid in association with the regular Heidelberg exchange (TFE) only. There are separate cost centers for the tuition and stipend associated with the Heidelberg Scholarship

<i>Cost Center:</i>	<i>Associated Programs</i>	<i>Balance (as of 6/30/2019)</i>
1012015050	Deauville Lexington Sister Cities Scholarship (Caen)	\$0
1013164360	International Student Exchange Program ISEP	\$65,755.32
1013205140	City University of Hong Kong (A&S)	\$0
1013205140	University of Education of Ludwigsburg (A&S)	
1013205140	University of Valladolid (A&S)	
1013205140	University Paris Diderot (A&S)	
1013206010	Kyoto University (CAFÉ)	\$48.05
1013206010	Seoul National University (CAFE)	
1013180930	Beijing Jiatong University (B&E)	\$251,129.71
1013180930	Burgundy School of Business (Dijon) (B&E)	
1013180930	Korea University Business School (B&E)	
1013180930	Oxford Brookes University (B&E)	
1013180930	Stockholm School of Economics (B&E)	
1013180930	The Grenoble School of Management (B&E)	
1013180930	University of Bari Aldo Moro	
1013180930	University of Neuchatel (B&E)	
1013180930	Vienna Univ. of Econ. and Business (B&E)	
1013180930	WHU-Otto Beisheim School of Mgmt. (B&E)	
1013209900	HAW Hamburg (CI)	-\$432
1013202010	Karlsruhe Institute of Technology (ENGR)	\$18,635.50
1013202010	Turin Polytechnic (ENGR)	
1013202010	Technical University Berlin (ENGR)	
1013205150	HUMAK University of Applied Science (FA)	

Cost Center:	Associated Programs	Balance (as of 6/30/2019)
1013205150	University of Applied Sciences Potsdam (FA)	\$11,499
1013211620	National Chengchi University (Patterson School)	\$0
1013212090	Vienna Univ. of Econ. and Business (College of Law)	-\$13,052
1013166720	National Student Exchange ³⁹	\$102,645.86

³⁹ When UKEA took over operation of the NSE program at the end of 2016 the office also inherited the associated cost center.

APPENDIX F - WHO'S WHO AT UK IN EXCHANGES

Position:	Unit	Name	Email
EA Executive Director	UKIC	Miko McFarland	miko.mcfarland@uky.edu
EA Exchanges Coordinator	UKIC	Laurence Tuccori	laurence.tuccori@uky.edu
EA Financial Manager	UKIC	Katie McKinney	kemckinney@uky.edu
Executive Director of International Partnerships & Research	UKIC	Tim Barnes	tim.barnes@uky.edu
Manager of Int'l Agreements	UKIC	Mitchell Snider	intlpartnerships@uky.edu
ISSS Exchanges Liaison	UKIC	Karen Slaymaker	karen.slaymaker@uky.edu
Undergraduate Admissions	Registrar	Kim Taylor	kta254@uky.edu
Intl Undergraduate Admissions	Registrar	Patrick Justice	pdjust0@uky.edu
Student Health Insurance	UK SHIP	Chavae Mock	chavae.mock@uky.edu
Graduate Admissions	Senior Asst Dean	Patricia Bond	patricia.bond@uky.edu
Graduate Admissions	Admissions Officer	Mary Richardson	mrich6@uky.edu

Business Officer	College of Agriculture	Susan Campbell	Susan.c@uky.edu
Business Officer	College of Arts & Sciences	Jennifer Bradshaw	Jennifer.bradshaw@uky.edu
Business Officer	College of Business & Economics	Christy Anderson	clhamm3@uky.edu
Business Officer	College of Communication	Jonathan Clifton	jclifto@uky.edu
Business Officer	College of Engineering	Mary McBeath	mcbeath@uky.edu
Business Officer	College of Fine Arts	Paula Sandford	paula.sandford@uky.edu
Business Officer	College of Law	Alison Begor	Alison.begor@uky.edu

APPENDIX G – 2018-2019 BILLING STRUCTURE & FEES

University Wide

Residency	Tuition	Course Fees	Less EAP599	Semester Total
Resident	\$6,210.00	\$221.00	-\$460.50	\$5,970.50
Non-Resident	\$14,648.00	\$221.00	-\$1,163.50	\$13,705.50
Grad Res	\$6,526.00	\$221.00	-\$650.50	\$6,096.50
Grad Non-res	\$15,682.00	\$221.00	-\$1,665.50	\$14,237.50

College of Agriculture, Food and Environment

Residency	Tuition	Course Fees	Less EAP599	Semester Total
Resident	\$6,210.00	\$92.00	-\$460.50	\$5,841.50
Non-Resident	\$14,648.00	\$92.00	-\$1,163.50	\$13,576.50
Grad Res	\$6,526.00	\$92.00	-\$650.50	\$5,967.50
Grad Non-res	\$15,682.00	\$92.00	-\$1,665.50	\$14,108.50

College of Arts & Sciences

Residency	Tuition	Course Fees	Less EAP599	Semester Total
Resident	\$6,210.00	\$106.00	-\$460.50	\$5,855.50
Non-Resident	\$14,648.00	\$106.00	-\$1,163.50	\$13,590.50
Grad Res	\$6,526.00	\$106.00	-\$650.50	\$5,981.50
Grad Non-res	\$15,682.00	\$106.00	-\$1,665.50	\$14,122.50

Gatton College of Business and Economics

Residency	Tuition	Course Fees	Less EAP599	Semester Total
Resident	\$6,210.00	\$466.00	-\$460.50	\$6,215.50
Non-Resident	\$14,648.00	\$466.00	-\$1,163.50	\$13,950.50
Grad Res	\$6,526.00	\$466.00	-\$650.50	\$6,341.50
Grad Non-res	\$15,682.00	\$466.00	-\$1,665.50	\$14,482.50

College of Communication & Information

Residency	Tuition	Course Fees	Less EAP599	Semester Total
Resident	\$6,210.00	\$0.00	-\$460.50	\$5,749.50
Non-Resident	\$14,648.00	\$0.00	-\$1,163.50	\$13,484.50
Grad Res	\$6,526.00	\$0.00	-\$650.50	\$5,875.50
Grad Non-res	\$15,682.00	\$0.00	-\$1,665.50	\$14,016.50

College of Engineering

Residency	Tuition	Course Fees	Less EAP599	Semester Total
Resident	\$6,210.00	\$478.00	-\$460.50	\$6,227.50
Non-Resident	\$14,648.00	\$478.00	-\$1,163.50	\$13,962.50
Grad Res	\$6,526.00	\$478.00	-\$650.50	\$6,353.50
Grad Non-res	\$15,682.00	\$478.00	-\$1,665.50	\$14,494.50

College of Fine Arts

Residency	Tuition	Course Fees	Less EAP599	Semester Total
Resident	\$6,210.00	\$0.00	-\$460.50	\$5,749.50
Non-Resident	\$14,648.00	\$0.00	-\$1,163.50	\$13,484.50
Grad Res	\$6,526.00	\$0.00	-\$650.50	\$5,875.50
Grad Non-res	\$15,682.00	\$0.00	-\$1,665.50	\$14,016.50

College of Law

Residency	Tuition	Less EAP599	Semester Total
Grad Res	\$6,526.00	-\$1,111.50	\$5,414.50
Grad Non-res	\$15,682.00	-\$2,290.50	\$13,391.50

Patterson School of Diplomacy & International Commerce

Residency	Tuition	Less EAP599	Semester Total
Grad Res	\$6,844.00	-\$685.50	\$6,158.50
Grad Non-res	\$16,044.00	-\$1,708.50	\$14,335.50

Note: Contact UK Education Abroad for billing information and fees associated with ISEP, non-TFE exchanges, and summer ratio-based billing structures.

APPENDIX H - CONTACT LIST AT PARTNER INSTITUTIONS

Institution	Name	Title	Email
Aix Marseille University	Sandra Del Mercato	Exchange Coordinator	Sandra.delmercato@univ-amu.fr
Akita International University	Ms. Kyoko Sasaki Ms Yumiko Adachi	Coordinator from USA Coordinator to USA	international@gl.aiu.ac.jp studyabroad@aiu.ac.jp
Beijing Jiatong University (B&E)	Anya Gu	Director Assistant	lingu@bjtu.edu.cn
Burgundy School of Business (Dijon) (B&E)	Natalie Cureau-Pillet	Intl Mobility Mgr.	Natalie.cureau-pillet@escdijon.eu
Carlos III University of Madrid	Ms. Iris Rico Ana Gimeno	I/B Coordinator O/B Coordinator	irico@pa.uc3m.es agimeno@pa.uc3m.es
Charles Sturt University	Louise Haberecht	Global Co-ordinator	lhabeerecht@csu.edu.au
Chung-Ang University	Elisa Ahn Chue Vang	O/B Coordinator I/B Coordinator	outbound@cau.ac.kr inbound@cau.ac.kr
City University of Hong Kong (A&S)	Ms. Janice Lam	Outbound Coordinator	Jan.lam@cityu.edu.hk
	Ms Tammy Chan	Inbound coordinator	lcchan@cityu.edu.hk
HAW Hamburg	Jenny Kahler	Faculty Liaison	Jenny.kahler@haw-hamburg.de
Heidelberg University	Elizabeth Trnka	Canada/USA Ex. Coordinator	elisabeth.trnka@zuv.uni-heidelberg.de
HUMAK University of Applied Science (FA)	Timo Sorvoja	Intl Coordinator	Timo.sorvoja@humak.fi
Kansai Gaidai University	Eriko Kameoka	Coordinator from USA	ekameoka@kansai.ac.jp
	No name	Coordinator to USA	kyu-out2@kansai.ac.jp
Karlsruhe Institute of Technology (ENGR)	Laura Fischer Tabea Tetzner	O/B coordinator I/B coordinator	laura.fischer@kit.edu tabea.tetzner@kit.edu
Korea University Business School (B&E)	Taehee Lee In-Hyang Lim	Inbound from USA Outbound from Korea	thlee0329@korea.ac.kr lim0522@korea.ac.kr
Kyoto University	Ikeda Nobuyuki	Student Affairs Office	Agri-kyoumu1@mail2.adm.kyoto-u.ac.jp

Lancaster University	Global Experiences Team	Inbound Outbound	exchanges@lancaster.ac.uk globalexperiences@lancaster.ac.uk
Ludwigsburg University (A&S)	Minke Jakobi	Student Exch Coordinator	jakobi@ph-ludwigsburg.de
Maynooth University	Patricia Hayden Jodi Killackey	o/b coordinator i/b coordinator	patricia.hayden@mu.ie Jodi.killackey@mu.ie
Meiji Gakuin University	Takane Enomoto Chikako Tanaka	O/B coordinator I/B coordinator	cicet@mguad.meijigakuin.ac.jp
Nagoya University (NUPACE)	Nami Iwaki Claudia Ishikawa	Coordinator to USA Coordinator fr. USA	iwaki@ecis.nagoya-u.ac.jp k46189a@cc.nagoya-u.ac.jp
National Chengchi University	Ms. Chafie Wei	Exch Prog Admin Support	chwei@nccu.edu.tw
Oxford Brookes University	Sally Tait	Manager	studyabroad@brookes.ac.uk
Polytechnic of Turin	Silvia Cigni Marco Massaro	O/B Coordinator I/B Coordinator	Mobilita.studenti@polito.it Incoming.students@polito.it
Seoul National University	Jungjie Hong Juhyeon Park	I/B Coordinator O/B Coordinator	hongjie@snu.ac.kr jd4ever@snu.ac.kr
Stockholm School of Economics (Riga) (B&E)	Jekaterina Silkalna	Manager	Jekaterina.silkalna@sseriga.edu
Swansea University	Kay Llewellyn Rhiannon Harry	I/B Coordinator O/B Coordinator	k.llewellyn@swansea.ac.uk r.a.harry@swansea.ac.uk
Technical University Berlin	Olaf Reupke	Study Abroad Advisor	Olaf.reupke@tu-berlin.de
The Grenoble School of Management (B&E)	Andrea Yesilada Melanie Farissier	Coordinator from USA Coordinator to USA	Andrea.Yesilada@grenoble-em.com melanie.farissier@grenoble-em.com
University of Applied Sciences Potsdam	Uta Kotulla	Director	kotulla@fh-potsdam.de
University of Bari Aldo Moro	Luca Petruzzellis	Exchange Coordinator	Luca.petruzzellis@uniba.it
University of Caen	Alyzee Levasseur	Coordinator	Intl.fle.duef@unicaen.fr
University of Central Lancashire	Shirley Russo	Exchanges Coordinator	studyabroad@uclan.ac.uk

University of Leeds	Lucia Fiordelmondo Kate Perry	O/B coordinator I/B coordinator	outgoingstudyabroad@leeds.ac.uk studyabroad@leeds.ac.uk
University of Manchester	Amy Jones Denise Whitehead	I/B Coordinator O/B Coordinator	amy.jones-2@manchester.ac.uk Denise.whitehead@manchester.ac.uk
University of Neuchatel (B&E)	Marie-France Farine	Coordinator	Marie-france.farine@unine.ch
University of San Francisco, Quito	Karla Loor Veronica Castelo	Coordinator to US Coordinator from US	kloor@usfq.edu.ec vcastelo@usfq.edu.ec
University of Sussex	Ester Aventin Anna Izykowska	O/B Coordinator I/B Coordinator	e.aventin@sussex.ac.uk a.izykowska@sussex.ac.uk
University of Valladolid (A&S)	Mar Fernandez	Director	mariamarfernandez@uva.es
University Paris Diderot	Ms Fatou Esteoule	Head Int Rel office	Fatou.esteoule@univ-paris-diderot.fr
Vienna University of Economics and Business	Isabella Weber Kaan Tasli	Grad Coordinator U/G Coordinator	Isabella.weber@wu.ac.at Kaan.tasli@wu.ac.at
Waseda University	Ms Haruka Yamagishi Mr Masaki Takei	i/b Coordinator o/b Coordinator	ex-in-cie@list.waseda.jp
WHU-Otto Beisheim School of Management	Joseph Hlavaty	USA Exchange Coordinator	Joseph.hlavaty@whu.edu

APPENDIX I - CONTACT LIST FOR EXCHANGE CONSORTIA

Institution	Name	Title	Phone	Email
International Student Exchange Program	Bailey Wiles	UK Rep.	(703)504-9978	bwiles@isep.org
National Student Exchange	David Holliday	Vice President	(612) 624-6385	david@nse.org

APPENDIX J – EA EXCHANGE BILLING PROCESSES

The participants in this process will include the EA Financial Manager (hereafter listed as the EA FM) and EA Exchanges Coordinator (hereafter listed as the EA EC).

Outgoing Exchange Students

1. The EA EC will keep the Exchanges, Associated College and Fee Structure in the Education Abroad Bilateral and Multilateral Exchange Programing Report (hereafter listed as the Exchanges Report) up to date.
2. The EA FM will ensure EAP courses are built for each Exchange listed in the Education Abroad Bilateral and Multilateral Exchange Programing report. The building of these courses will be completed by following the guidelines laid out by the Registrar's Office on the Event Planning [web site](#). These classes are often built a year or more in advance.
3. The EA FM will also ensure the correct Cost Center is associated with each Exchange. These cost centers are located within the Exchanges Report.
4. The EA FM will update a list of the fees and cost centers associated with each course. The EA FM will get this cost from the Registrar's [web site](#) or by contacting the Registrar's Office directly.
5. The EA FM will provide the list of the updated fees and cost centers associated with each course to Loretta DeToma allowing her to attach the fees to the courses before the start of each term so when students are enrolled they will be billed appropriately.
6. The EA EC will provide a list of all outgoing Exchange students to the EA FM so they can be enrolled in EAP courses and fees can be applied to their accounts. A copy of this list will also be sent to the EA Staff Member responsible for TMI, so the student can have insurance enrolled correctly.
7. After enrollment is complete, the EA FM will provide a list of the students, course, and cost center to Loretta DeToma for cross reference purposes.
8. The EA FM and EA EC will work together to ensure all these students are billed correctly once the enrollment process is complete and will coordinate with Loretta to get fees applied to student bills swiftly if the fees are not showing on the student accounts.

Incoming Exchange Students

1. The EA EC will provide a list of all incoming Exchange Students with associated Exchange Fee Types and Colleges to the EA FM.
2. The EA FM will prepare SAG forms for the associated Cost Centers for each incoming Exchange Student to remove the appropriate fees from the students' accounts. The Cost Centers can be found within the Exchanges Report. The SAG forms will be reviewed by the UKIC Budget Officer for accuracy.
3. Once the SAG forms are reviewed, they will be supplied to Christina Jones or the current Assistant Director of Student Financial Aid and Scholarships.
4. Once confirmation of the SAG form processing is received, the EA EC will review student accounts to ensure the proper fees have been removed from the student account. The EA EC will notify the EA FM if there are any fees which still need to be removed.