



National Student Exchange ♦ UC Santa Cruz ♦ NHCUC ♦ New England Land Grant Exchange programs  
University of New Hampshire

## **Handbook of Policies, Procedures, Release/Waiver of Liability, Hold Harmless and Indemnity Agreement**

This Agreement is signed by (print full name): \_\_\_\_\_  
referred to as the "Participant" or "Student," and if Participant is of minority legal age, signed also by Participant's Parent or Guardian. All references in this Agreement to The University of New Hampshire (UNH) include the University and the University System of New Hampshire (USNH) and their trustees, officers, employees, and agents.

### **I. Participant's Desire to Participate in the Academic Program**

Participant is a UNH student qualified for and accepted for enrollment in UNH Course # EXCH 595, arranged through UNH's Study Away USA Office and offered in conjunction with the "Host Institution," for dates governed by the Placement Acceptance Form (PAF). It is expressly acknowledged that Participant is not required to participate in the Academic Program.

### **II. UNH Study Away Eligibility Requirements**

The Participant must maintain eligibility leading up to and throughout the exchange period. This includes maintaining the required GPA and academic status, as well as behavioral, financial, and other requirements of the UNH Study Away Eligibility policy. The Participant is aware that a minimum 2.5 UNH cumulative baccalaureate grade point average (GPA) is required for exchange. The Participant understands that if this GPA drops below the requirement after acceptance, if the Participant acquires an arrest or campus conduct/judicial record, or if the Participant fails to meet any aspect of the UNH Study Away Eligibility Requirements his/her exchange will be canceled by UNH and the Host Institution, even if the Participant has already paid for or traveled to the exchange campus.

The Participant understands that course pre-requisites at the Host Institution must be met and agrees to enroll in a minimum of twelve semester hours or the equivalent every semester/quarter on exchange and maintain all eligibility requirements prior to and during the exchange duration. Failure to maintain requirements may be grounds for dismissal from the program.

Participant agrees to order one official transcript of his/her academic work at the Host Institution to be sent to UNH after every semester/quarter of participation in the exchange program and understands that failure to do so may affect financial aid, the ability to register for classes, or eligibility for on-campus housing.

### **III. Working with Home & Host Coordinators NSE Placement Acceptance Form**

The Participant agrees to read and review BOTH sides of the *NSE Placement Acceptance Form* or *PAF*, and assure that all information contained therein is accurate and up to date. TWO signed copies must be returned to the UNH NSE Coordinator immediately (one is sent to the HOST ASAP). The Participant keeps one copy. If the Participant is not accepting the placement, a PAF must still be signed and returned indicating such.

The Participant understands that the primary contact at the Host campus will be the Host NSE Coordinator. Upon receiving a signed PAF, this person will initiate the registration process and instruct the Participant on such things as applying for on-campus housing and enrolling in courses. Every campus is unique, and every coordinator is different. The Participant agrees to follow all policies and instructions of the Host institution, and keep that office abreast of changes or problems that occur. Participants must be aware that they are representing UNH while on exchange. Behavior and interaction with the Host may have an impact on future UNH acceptances at the Host Campus!

#### **Participant Responsibility for Medical Needs**

The Participant shall meet the medical and insurance requirements, including all required immunizations of the Home and Host institution. If the Participant has a documented disability and anticipates needing academic/physical accommodations at the Host campus, it is the Participant's responsibility, at least eight weeks prior to the exchange semester, to contact the designated staff at the Host institution to assure that appropriate accommodations can be arranged.

Participant understands that neither UNH nor the Host institution can guarantee his/her health and safety while participating in the program, and accordingly, the Student shall obtain and maintain health insurance which shall cover treatment for injury or illness not part of the service provided by the Host Institution's student health center for the time period involved in this Academic Program. Participant acknowledges that services available at the Host Institution's student health center may not be comparable to UNH.

#### **IV. Costs and Financial Aid**

The Participant understands the definition and financial obligations of Plan B, the only payment plan under which National & State Exchange Programs operate at UNH, and agrees to pay in a timely manner as follows: tuition, mandatory fees, placement and exchange fees shall be paid to UNH; residence and board fees, special course fees, parking fees, and program, orientation, and admissions fees shall be paid to the Host Institution. Participant is also liable for any other indebtedness or financial obligation that may accrue to UNH or the Host Institution. The Participant understands that failure to make all such payments may result in the cancellation or denial of registration and/or cancellation of his/her exchange. The Participant further understands and agrees that all financial obligations to the Host Institution and/or UNH must be fulfilled prior to receiving or the release of transcripts from the Host Institution or UNH. The Participant understands that Financial Aid will continue to be applied for and received from UNH and that no financial aid may be received from the Host Institution.

**Tuition & Mandatory Fees:** Paid to UNH, by the posted deadline.

**Room & Board:** Paid to/billed from Host campus. See "Campus Profiles" at [www.nse.org](http://www.nse.org).

**Exchange Fee:** \$200.00 per semester exchange fee to UNH (which will be added to tuition bill). *These fees are not refundable.*

**Travel Insurance Fee:** \$150 fee is added per semester, for those students exchanging to campuses in US territories (Guam, Puerto Rico, US Virgin Islands) and Canada.

**Travel to and from Exchange:** This is arranged and paid by the Student.

**Financial Aid:** Aid is applied to and received from UNH.

- **College Work Study (CWS)** may NOT be used while on exchange. Ask the UNH Financial Aid Office about a loan in place of CWS award.
- **Next academic year:** If the Participant is away spring semester, they must still file a FAFSA for the next year, listing only UNH as the only campus. *Never list exchange campus on FAFSA.* The Participant is responsible for meeting all deadlines. Please read exchange financial aid information sheet carefully. Questions: Contact Ms. Cindy Mills, UNH Financial Aid Office, at 603.862.3600.

**Budget Worksheet:** This form *must* be filled out by the Participant and returned to the Exchange Coordinator who will forward it to the Financial Aid Office, Stoke Hall, before registration for exchange takes place.

## V. Registration at Home Campus

During the exchange, the Participant will be registered at UNH for a placeholder course called EXCH 595, for 12 credits. This maintains full-time status at UNH. EXCH 595 may be listed on Canvas.

During the exchange, Students will be sent UNH registration and on-campus housing information for the subsequent semester. It is the Student's responsibility to arrange for an official transcript to be sent to the UNH Registrar's Office, to register for UNH courses upon return, and to arrange for on- or off-campus housing upon return.

## VI. Getting Courses Approved at UNH

The Participant is aware of and agrees that an Exchange Course Approval Form must be completed prior to the actual exchange or he/she risks credit earned on exchange not being accepted by UNH.

**Exchange Course Approval Form:** This form, signed by the UNH Exchange Coordinator, UNH Registrar's Office, UNH academic advisor(s) and UNH school/college Dean, indicates how courses will transfer back to UNH and which requirements (Discovery, major, or minor) will be met. If the Participant adds courses while away on exchange, another form must be submitted. All rules and policies established by the UNH Registrar's Office apply. Here are a few of the most relevant policies related to the transferring of credit:

- a. Grades of "C" or better will be accepted in transfer from exchange institutions. "C-" or "D" **will not** transfer.
- b. A course taken at another institution **may not** be used to repeat a UNH course. Credit **will not** be awarded for courses that review or repeat courses taken at UNH.
- c. Credit taken on exchange will transfer and the courses and grade received in each will be listed on your UNH transcript. However, these grades **will not** affect the UNH grade point average. **Pass/Fail:** only one course per semester.
- d. Minimum or Maximum Credits: Participants must follow the requirements of the HOST campus for full-time students. Maximum credit fees are applicable.
- e. **Seniors:** Graduating Participants do not need to petition to waive the senior residency requirement, since this is a recognized program of the University. Participants must fill an "Intent to Graduate" form and complete all required paperwork with the UNH Registrar's Office and the UNH Graduation Office by the posted deadline.

- f. **Official Transcripts:** It is the Participant's responsibility to request one *official* transcript from the Host campus at the end of each semester or quarter of exchange. Send directly to the UNH Registrar's Office, 11 Garrison Ave, Durham NH 03824.
- g. **Semester hour credits** will transfer back to UNH 1 : 1 (i.e., four credits transfer as four credits, three credits as three credits, etc.). Three credit courses meet UNH requirements. Most NSE campuses offer three credits for classes and students typically take five classes or 15 credits per semester.
- h. **Quarter system school credits** will be converted to semester hours at the following rate:  
 $\# \text{ quarter credit} \times .666 = \# \text{ semester credit}$ . This calculation is done per class, not in total.  
 This conversion may affect whether a course will meet minimum UNH standards for Discovery/general education, major, or minor requirements. If taking courses at a quarter system institution, each course must be at least **five** quarter hour credits to stand alone and meet a requirement at UNH. Courses under five quarter credits may be accepted if the course meets over two quarters. Some departments may require a combination of two courses for one requirement to be met at UNH. Students and/or advisors should contact Ms. Norma Bazylinski, Registrar's Office with questions about the transfer of credit from a quarter system campuses.

## VII. Residency

The Participant understands and agrees that any and all time spent at the Host Institution shall not be applied toward establishing residency in that state, territory, or country, and that if he/she should apply for transfer upon completion of the formal exchange, such time spent there will not count toward meeting the requirements of resident status for tuition purposes.

## VIII. Handling Emergencies

NSE, NHCUC, and UNH are not liable for crimes, acts of nature, acts of war/terrorism, strikes, accidents, or injuries while in transit to/from or during your exchange. The Participant is required to review his/her own or family's insurance policy to ensure adequate coverage.

### **Prior to and during the exchange, the Participant must:**

- Know and obey the local and state/provincial laws, especially but not limited to those that pertain to driving, banned substances, and alcohol.
- Keep insurance and other ID cards on hand at all times. Copies of these documents should be in a safe place, with another copy at home with family.
- Keep a list of any **prescription medication** (including prescription glasses or contacts). Note the brand and generic names and the dosage, as well as the prescribing physician.
- If the Participant chooses to bring a vehicle on exchange it is advised he/she keep copies of insurance and title. Carry local paper maps and an emergency kit in the vehicle. Consider buying a membership with AAA or other emergency service.
- Learn about the local weather-related risks for your new location (tornados, hurricanes, avalanches, earthquakes, tsunamis, etc), and know how to prepare for them.
- Become familiar with emergency procedures and evacuation plans of at your school, city, or placement site.
- Consider obtaining renter's insurance to protect belongings from loss, damage, or theft.

**ICE:** In the event of a natural disaster, power outage, terrorist attack, accident, or other emergency during the exchange, the Participant **MUST** keep in contact with the UNH Exchange Coordinator.

- **Stay connected!** Keep all parties informed of what has happened and where you are. Participants should know how to get in touch with parents or family, Host and Home NSE Coordinators.
- Back up all electronic records in hard copy, such as phone numbers and street addresses, in the event of power outages, cell phone outages, or lack of access to the internet.
- Know the emergency numbers of your host institution, city, or region.

**Emergency Contacts Info:** the UNH NSE Coordinator may be reached at her direct office phone (603.862.3485) or email ([paula.dinardo@unh.edu](mailto:paula.dinardo@unh.edu)). Or, a message may be left with UAC colleagues at 603.862.2064 during the work day. If the need is urgent during nights & weekends, Paula can be reached at 603.742.2842 (cell). Lastly, UNH authorities may be reached at 603.862.1427.

When leaving an urgent message for anyone, Students are asked to be as clear and concise as possible. Provide the following information: full name, which program you are enrolled in, current location, contact information. *Briefly* explain the situation as calmly as possible (medical emergency, accident, flood, evacuating, etc.), and ask for whatever assistance is needed. Please exercise common sense! *Do not panic.* Should evacuation be required, the Participant should clearly indicate the intended destination and contact information.

#### **IX. Assumption of the Risks, Release and Waiver of Liability, and Indemnity**

The Undersigned, on behalf of Participant's family, heirs, and personal representative(s), agree(s): (a) to assume all the risks and responsibilities surrounding Participant's participation in the Academic Program, the transportation, and in any independent research or activities undertaken as an adjunct thereto, and (b) to release and hold harmless UNH, its governing board, officers, agents, employees, and any students acting as employees ("Releasees"), from and against any and all liability for any harm, injury, damage, claims, demands, actions, causes of action, costs, and expenses of any nature whatsoever which Participant may have or which may hereafter accrue to the Undersigned, arising out of or related to any loss, damage, illness or injury, including but not limited to suffering and death, that may be sustained by Participant or by any property belonging to Participant while in, on, upon, or in transit to or from the state or territory where the Academic Program or any adjunct to the Academic Program occurs or is being conducted.

In the event that Participant's conduct causes damage to the property of the Host Institution, the Undersigned agree(s) to indemnify the Host Institution for such loss. The Undersigned further agree(s) to defend and indemnify UNH with respect to any claims, demands, or actions for damages brought by anyone else against the University for personal injury, property damage, or death arising in whole or in part from Participant's conduct.

#### **X. Release of Information**

The Participant understands that the collection, retention, and dissemination of his/her educational records and information about him/her is subject to federal regulations under the Family Education Rights and Privacy Act of 1974, and The Participant hereby grants to UNH and to the Host Institution permission to release to each other any information and records about him/her appropriate to his/her application for and participation in this academic program, including letters of recommendation, transcripts, and conduct, fiscal, and medical records.

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**THIS AGREEMENT** shall bind the members of the Undersigned's family and spouse, if Participant is alive, and Participant's family, estate, heirs, administrators, personal representatives, or assigns, if Participant is deceased. In signing this Release and Waiver of Liability, Hold Harmless, and Indemnity Agreement, I acknowledge and represent that I have read it and any attachments hereto, that I am fully informed of and understand its content, and that I sign of my own free act and deed. I further acknowledge that no oral representations, statements, or inducements, apart from the foregoing written statement, have been made.

**THIS IS A RELEASE OF LEGAL RIGHTS. READ AND UNDERSTAND BEFORE SIGNING.**

**Then detach this sheet from booklet and return it to the UNH Exchange Coordinator.**

**KEEP THE POLICY BOOKLET FOR YOUR RECORDS.**

STUDENT PARTICIPANT (PRINT): \_\_\_\_\_

\_\_\_\_\_  
UNH ID Number

\_\_\_\_\_  
Host Campus

\_\_\_\_\_  
Semester/Year of Exchange

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Parent or Guardian (required of students under 18 years of age):**

I certify that I am the parent or legal guardian of the above student, and that I have read the foregoing Agreement (including such parts as may subject me to personal financial responsibility), and hereby relinquish any claims that I might have against the University of New Hampshire or its agents (as set forth above), both on my behalf and in my capacity as legal representative of the above student, including without limitation any claim arising as a result of the student's leaving the supervision of the host institution or at a time when the student has left the supervision of the University of New Hampshire.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (printed): \_\_\_\_\_

**Have a safe and fun exchange experience!**

