

SIMON FRASER UNIVERSITY (“SFU”)**Outbound Undergraduate Exchange Student Acknowledgment (2025-2026)**

To: International Services for Students (“ISS”)
Simon Fraser University
MBC 1200 - 8888 University Drive
Burnaby, B.C. V5A 1S6, Canada

I understand and acknowledge that the following provisions will apply during my participation in the exchange program, which commences when I receive a nomination from ISS, and I agree to the following:

1. Tuition and Fees.

- a) I will pay tuition and other fees equivalent to my applicable program nomination by the required deadlines, as per below.
 - i. For a full-time program (FEP 200): I will continue to pay all tuition (domestic and international rates apply), supplementary fees and special fees to SFU (including any co-op fees and distance education fee, if applicable), and will be exempted from paying tuition to the host institution. I will be paying tuition fees equivalent to twelve (12) units (for a two-term exchange, I will pay twelve (12) units in each term, for a total of 24 units).
 - ii. For a short-term summer program (FEP course varies based on number of units): I will continue to pay all tuition (domestic and international rates apply), supplementary fees and special fees to SFU (including any co-op fees and distance education fee, if applicable), and will be exempted from paying tuition to the host institution. I will be paying _____ units at the normal domestic or international rate as applicable for a short-term summer program (based on maximum units available, posted on ISS’s exchange program page for my host institution).
 - iii. For a direct fee-paying program (GLP 200): I will pay all tuition and other required fees to my host institution. I understand that these fees will be communicated directly from my host institution and will be different from the rates I pay at SFU. I will not pay any tuition or student fees to SFU for my participation in this program.
- b) I am responsible for the cost of any additional special courses or programs in which I enrol at the host institution or an affiliated institution (e.g., language courses for foreigners), either prior to or during the period of my exchange.
- c) I am responsible for all costs associated with my participation in the exchange, including but not limited to, costs for: obtaining a student visa, documents needed for travel, medical insurance, travel insurance, property insurance, room and board (including housing application fees, deposits, and quarantine if required), orientation, additional fees at the host institution such as application fees, registration fees, student union or recreation fees, hardware or software, literature and supplies, shipping costs, local and international transportation, and all personal

expenses.

- d) As an exchange participant, enrolment in my FEP or GLP course alone does not make me eligible for the U-Pass Program for the term of my exchange enrolment.
- e) I will be charged a \$300.00 non-refundable, Formal Exchange Participation fee per nominated institution (as of the 2025/26 academic year) to my SFU student account. I will not be charged this fee if I cancel my exchange prior to the deadline to decline my nomination that SFU communicates to me.

2. Academic Issues and Exchange Credit.

- a) I am expected to maintain my CGPA at the minimum required for the SFU exchange program (2.67 CGPA) and the host institution (if higher than 2.67) in order to remain eligible and nominated for the exchange program.
- b) SFU will enrol me in the appropriate SFU placeholder course(s) according to my nominated institution for each academic term of my exchange. Enrolment in the SFU placeholder course is a requirement for my participation in the Formal Exchange Program.
- c) If I have outstanding fees or enrolment blocks (e.g. block due to not completing Foundations of Academic Literacy (“FAL”), or Foundations of Analytical and Quantitative Reasoning (“FAN”) requirements on time, or have been absent from the University for three or more consecutive terms) with SFU by the start of the enrolment period for my exchange term, I will not be eligible for enrolment in the Formal Exchange Program placeholder course.
- d) I will be required to enrol in a minimum course load based on my applicable program nomination, as per below. In each case, I understand that my host institution may have their own minimum enrolment requirement that I must meet, and they may also have a maximum enrolment limitation:
 - i. For each full-time program (FEP): I will be required to enrol at the host institution in the equivalent of a minimum of 9 SFU units for each of the fall, spring, and/or full-time summer terms during my exchange.
 - ii. For each part-time program (FEP): I will be required to enrol at the host institution in the equivalent of a minimum of 3 SFU units for a part-time exchange.
 - iii. For each direct fee-paying program (GLP): I will be required to enrol in the minimum number of units as required by the host institution; SFU does not have a minimum course load requirement for direct fee-paying programs.
- e) If nominated for a two-term exchange, I must be in Good Academic Standing (“GAS”) by the end of my first exchange term in order to continue. If I am not in GAS according to the host institution’s definition, I may be required to end my exchange early.
- f) If I enrol in credit-bearing language acquisition courses and want to take another language course at SFU after my exchange, I am required to contact the World Languages and Literature (“WLL”) to take a language placement test both during my exchange term and upon my return to SFU at the start of the term to ensure my correct level placement.
- g) I understand that the host institution cannot guarantee availability, access to, or enrolment in

specific courses or subjects. I understand I am recommended to have flexibility in my proposed exchange courses and have alternative courses, as needed.

- h) Coursework that I complete on exchange will transfer back to my SFU record as “Exchange Credit” so long as: I pass the course according to my host institution’s definition of ‘pass’; it is deemed by SFU to be an academic, credit-bearing course and is listed on my official transcript from my host institution; it is not a duplicate of a course I have already completed; and I apply for an exchange course evaluation prior to my graduation. I understand that the grades I receive from my host institution while on exchange do not transfer back to SFU, and do not affect my SFU GPA, but may be considered for future academic program applications.
- i) I am responsible for applying for exchange course evaluation at SFU (as administered by ISS) and I will do so in a timely manner prior to my graduation. I understand that SFU expects me to apply for all exchange courses within 1 year of the end of my exchange but recommends exchange course evaluations be submitted as soon as I am enrolled in courses at the host institution and have the full course outline from the host institution. Exchange course evaluations will be processed once I submit a complete application to SFU, though the credit cannot be added to my record until SFU receives an official transcript from my host institution (which is subject to their host institution’s timeline) and all evaluations are complete. Exchange credit instructions and timelines are posted online and apply to all students including those approaching graduation. If I complete courses on exchange that I believe to be pre-requisites for a subsequent term’s enrolment at SFU, I will consult with my academic program advisor in advance of SFU course enrolment.
- j) I understand that SFU is not responsible if I fail to ensure that the courses I enrol in at the host institution will be given appropriate exchange credit at SFU. I understand that the exchange course evaluation process will determine the equivalent subject area and year-level of the course, and that these may vary from how they are organized at the host institution. I also understand that, depending on the content of each course I take on exchange, that it will transfer back as either:
 - (i) an exact match to an SFU course (eg POL 349); and/or
 - (ii) a subject match, but not an exact course match (eg POL 3XX); or
 - (iii) general credit only (eg GE 1XX) in cases where the course is deemed to be an academic course, and SFU does not offer a related subject or where credit is not approved by the applicable SFU Department.
- k) I understand that the academic credit system at the host institution may be different from SFU and the conversion formula (exchange credit ratio) is posted on ISS’s exchange profile page for my host institution. While it is ultimately my responsibility to ensure that I am enrolled in an appropriate course load at the host institution, based on an accurate understanding of the exchange credit ratio, I may contact ISS with any questions I may have.
- l) For the purposes of exchange credit processing I will be responsible for:
 - i) ensuring my official host transcript will be sent to International Services for Students directly from the host institution (digital or hard copy); and
 - ii) providing ISS with detailed course outlines, and any other information as applicable, for each course that I attend at the host institution, and for which I seek exchange credit. I understand that incomplete documentation will delay exchange credit processing.
- m) I am responsible for consulting with my academic program advisor(s) about my host institution course selections about how my exchange credit will apply to my degree completion/graduation

requirements, which include additional considerations, such as course accreditation for MSE, SEE or ENSC credit(s). I understand that participation in an exchange program during my final term of study at SFU is not recommended and, due to exchange credit processing, will likely result in a delay in my graduation.

- n) If, after consulting my academic program advisor(s) I pursue a course on exchange with the intent of fulfilling a Writing, Quantitative, or Breadth (WQB) requirement, I am responsible for submitting a request for each WQB Evaluation to SFU's University Curriculum and Institutional Liaison (UCIL) Office and consulting with UCIL office, if needed, on whether courses I take on exchange are eligible for WQB designation. I also understand that the exchange credit ratios posted on ISS's exchange profile page for my host institution would apply, as described in 2.(k).
- o) I understand that the host institution's term dates may be different from SFU's. If it is necessary for me to arrange for exam invigilation in order to complete my exchange term, I will be responsible for making all arrangements through an external exam invigilation service provider and the host institution, and for paying all costs related to the invigilation of the exams. I understand that not all exam invigilation requests are granted.

3. Insurance.

I am responsible for purchasing sufficient medical insurance based on my own needs to cover me while in the host country and any transit locations while travelling, as well as appropriate levels of travel, trip cancellation, liability and property insurance. I understand that some countries/regions and/or certain institutions may require specific health and liability insurance coverages and it is my responsibility to ensure that I have appropriate amounts of each. It is my responsibility to review the detailed policy information for my medical insurance to understand its coverage and exclusions (for example, whether costs associated with the illness caused by a pandemic are covered, and whether such coverage would be contingent upon conditions such as vaccination).

4. Financial Aid and Awards.

I am responsible for obtaining advice and information about student financial assistance, which includes SFU-based funding such as Scholarships, Bursaries and Awards as well as government-issued student financial assistance (loans and grants) prior to, during, and following my exchange from the SFU Financial Aid and Awards Office (FAA).

I am responsible for retaining a copy of this Exchange Student Acknowledgement (2025/2026) form to submit to the FAA, if applicable:

- a) **Entrance Scholarships:** If I hold an Entrance Scholarship, I will connect with scholars@sfu.ca to ensure that I am maintaining eligibility criteria for my scholarship during my exchange study period.
- b) **In-Course Scholarships, Awards, and Bursaries:** I may be eligible for Scholarships, Awards or Bursaries if I am enrolled in a full-time program and acknowledge that I may be required to provide proof of my enrolment to FAA and/or to ISS upon request.
- c) **Government-issued student financial assistance (full-time):** I understand that if I require government-issued student financial assistance (student loans and grants or confirmed in-study,

payment-free status), I must complete and submit the following documentation with a copy of this Acknowledgement to FAA:

- i. **Student Aid Mobility Contract:** I understand that I must successfully complete and transfer the equivalent of at least 60% of a full-time course load, which is 9 SFU units. I may be required to provide proof of my enrolment to SFU.
 - ii. **Student Aid Completion of Studies form:** I understand that I am responsible for having my host institution sign my Completion of Studies form before returning to SFU, if applicable. I understand that not submitting this signed document to FAA upon my return may impact my future government-issued student financial assistance eligibility. In the exceptional case my host institution is unable to complete my Completion of Studies Contract, FAA requires a copy of an official transcript from my host institution as a proof of my enrolment and successful course completion. I consent to ISS releasing a copy of my official transcript from my host institution and that it is my responsibility to communicate if there are delays in providing this information to FAA.
- d) **Government-issued student financial assistance (part-time):** I understand that if I require government-issued student financial assistance (part-time student loans and grants or part-time in-study, payment-free status), I must complete and submit the following documentation with a copy of this Acknowledgement to FAA:
- i. **Student Aid Mobility Contract (Part-Time):** I understand that I must successfully complete and transfer the equivalent of between 20-59% of a full-time course load, which is 3-8 SFU units. I may be required to provide proof of my enrolment to SFU.
 - ii. **Student Aid Completion of Studies form:** I understand that I am responsible for having my host institution sign my Completion of Studies form before returning to SFU, if applicable. I understand that not submitting this signed document to FAA upon my return may impact my future government-issued student financial assistance eligibility. In the exceptional case my host institution is unable to complete my Completion of Studies Contract, FAA requires a copy of an official transcript from my host institution as a proof of my enrolment and successful course completion. I consent to ISS releasing a copy of my official transcript from my host institution and that it is my responsibility to communicate if there are delays in providing this information to FAA.
- e) For a **direct fee-paying program:** I understand that I will not be enrolled in any units at SFU for my participation in this program. Participation in this program will not count towards FAA eligibility at SFU and I understand that this program may not be eligible for government-issued student financial assistance. I recognize that I am responsible for obtaining advice and information about what types of student financial assistance (institutional-based funding such as scholarships, bursaries, etc., as well as government-issued student financial assistance) I may be eligible for at my direct fee-paying (GLP) host institution.
- f) If I enroll in additional SFU courses in the same term as my exchange, I should contact FAA to discuss my funding eligibility.

5. Logistics.

I will be responsible for making all logistical arrangements for my exchange, including but not limited to, international and domestic transport, accommodations (including quarantine arrangements, if applicable), immigration documents, and documents required for travel (e.g., proof of vaccination, medical testing,

translation of documents, etc.). My host institution may provide information and/or assistance on these matters. I understand that if I choose to make any non-refundable deposits or arrangements for my exchange, any such incurred expenses will be solely my personal responsibility and will not be reimbursed by SFU.

6. Disability Accommodation.

- a) I am responsible for contacting my host institution's equivalent to SFU Centre for Accessible Learning (CAL) upon nomination or at least 3 months in advance of the start of the exchange program to request academic accommodation, if needed. I understand that the nature and availability of academic accommodations offered at my host institution and the process to apply for them may be different from those available at SFU. It is possible that the host institution does not have a fixed process for accommodating disability and CAL has no jurisdiction over host institution accommodation processes and services.
- b) If I wish to receive accommodation for a disability during the exchange program, ISS strongly recommends that I register with the CAL and inform them of my plans to participate in the exchange as early as possible, and in any event at least 3 months in advance of the start of the exchange program. This will allow CAL the opportunity to consult with the host institution's equivalent CAL office should this be necessary or beneficial.
- c) CAL registered students may be enrolled in FEP for a fewer number of units to correlate with a student's full-time enrollment at SFU (as per their CAL accommodation), or the minimum number of units they must enroll in at the host institution, whichever is higher, if approved by my host institution. For full-time exchanges this would alter the number of units charged to me, as per Section 1.a., and the minimum number of units SFU require I enroll in, as per Section 2.d.i. ISS would need to receive confirmation from CAL regarding the accommodation. However, the availability of academic accommodations, including minimum unit enrollment, may be different from those available at SFU.

7. Health and Wellness.

- a) I am solely responsible for my own personal health and wellness while participating in the exchange program. This includes, but is not limited to, obtaining all necessary medical examinations, documentation, and/or inoculations/vaccinations in advance of departure and preparing sufficient personal medical supplies (including sufficient personal protective equipment (e.g., masks, hand sanitizer, bandage), prescription medication and certification when necessary) and ensuring that all medications can be legally brought into the desired country, and if necessary replenished in that country. I understand that I may contract communicable diseases (such as flu, COVID-19, or other) or be injured during the course of my exchange and that SFU is not responsible for any such occurrences.
- b) I am responsible for completing a risk assessment to identify the health, safety, and security hazards associated with my program and create a plan for reducing the impact or likelihood of those hazards affecting my trip. I will conduct this risk assessment prior to departure and on an ongoing basis during my program. I understand that I can receive support completing my risk assessment from the Safety and Risk Services office by emailing srs_ts@sfu.ca.

8. Immigration.

- a) I am responsible for researching and obtaining (including up-to-date application process, application location, processing times and any costs that are incurred) the proper immigration documents to travel to, and through, the country(ies)/region(s) in which my exchange is located, based on my citizenship. I understand that ISS/SFU cannot advise on other countries' immigration policies. Based on my citizenship, I am also responsible for ensuring that I obtain the proper immigration or visa documents and/or that I comply with any requirements in my existing immigration or visa documents (including any costs that are incurred), in each case that are required to return to Canada and to resume my studies at SFU following my exchange, if applicable.
- b) I acknowledge that visa policies and process are subject to change without notice, and SFU is not liable for informing me of such changes nor any resulting impact to my ability to participate in the exchange program or resulting financial loss.
- c) Travel Registry: I am also strongly encouraged to register my travel plans for the exchange program and any additional travel with the Canadian Government or that of my citizenship.
- d) I am responsible for ensuring the length of validity of my passport as is required by the country(ies) I will travel to, and through, for the duration of my exchange. I understand that it is highly recommended, and for some destinations required, to have an expiry of at least 6 months following the end of my exchange term. I am responsible for researching the processing times for reviewing my passport or applying for a new passport, and will do so well in advance to accommodate for other processes thereafter, such as obtaining immigration documents.

9. Exchange 101.

I will be required to complete a mandatory online Canvas pre-departure program ("Exchange 101") through International Services for Students. As critical information is presented to students during the program, if I do not complete the program requirement, I will be withdrawn from the Formal Exchange Program.

10. Accompanying Partner Dependents and/or Family.

If my dependents or partner/family members accompany me on my exchange, I will be personally responsible for all arrangements (including obtaining the proper immigration documents) and costs and understand that they are not participating in the exchange program. I understand that my host institution may or may not provide suitable accommodation. I also understand that accompanying individuals will not be covered by any insurance coverage offered, arranged, or procured by SFU (including but not limited to liability or extended health insurance) and that SFU will not assume any liability for any costs, expenses or liabilities (including but not limited to any costs related to medical, legal or emergency expenses) associated with accompanying individuals.

11. Post-Exchange Promotional Expectations.

- a) I understand and consent to within 1 month of my return to SFU, providing an electronic report to ISS (prepared in accordance with the guidelines available from ISS) on my exchange experience. I understand that this report can either be submitted just to International Services for Students via email or I may choose for it to be used to build an on-line library to

inform and educate prospective exchange students. If the latter, I further understand that any personal information disclosed in this report by me may be published online on SFU's social media channels and online library, and will be accessible by anyone with access to SFU's social media channels and websites. I have therefore been advised to limit the amount of personal information so disclosed.

- b) Within 3 terms of my return to SFU, I am expected to participate in a minimum of 2 activities of student exchange program promotion (e.g. sharing experiences on social media, sharing experience with newly-nominated exchange students). A list of available opportunities is posted on the SFU Study Abroad Post-Exchange Students website.

12. Withdrawal From / Termination of Exchange.

- a) If I withdraw from my exchange, different rules apply depending on whether I withdraw *prior to* or *after* the earliest of the following dates:
 - i. the official start of my host institution's exchange term;
 - ii. the start of the SFU term in which I am registered for my exchange placeholder course; or
 - iii. my host institution's exchange cancellation deadline;
 - iv. the drop dates and refund / penalty dates for SFU courses.

Withdrawing *prior to* the earliest of the above dates will not affect my status as a student at SFU provided that I confirm my cancellation with ISS by completing their online cancellation form prior to such withdrawal. My applicable FEP or GLP course will be removed, and for FEP, I will not be charged the tuition associated with this course, and my financial aid eligibility will change. I remain responsible for all other fees associated with my exchange as indicated in section 1. Tuition and Fees.

Withdrawing any time *after* the earliest of the above dates will make my cancellation subject to the withdrawal policies of one or both institutions and may incur financial penalties including, but not limited to, paying full tuition and other fees, plus the costs indicated in section 1. Tuition and Fees. This can also result in the loss of financial awards. At SFU the withdrawal policies are as stated in the SFU Calendar. The withdrawal policy at my host institution may be different, and I should consult with the host institution or ISS prior to my withdrawal for details.

I understand that it is my responsibility to confirm my host institution's exchange cancellation deadline (item *iii.* above) publicly available.

- b) SFU reserves the right to terminate my exchange for cause (e.g. non-payment of tuition or other fees in arrears to SFU, being required to withdraw from SFU, failure to maintain enrolment as an active SFU degree student, failure to comply with conditions of my exchange, providing false information, having a record of academic dishonesty, failure to complete the host institution application, not completing Exchange 101, failure to meet the requirements of an exchange eligibility appeal approval, failure to obtain valid travel documents and immigration documents as needed, and violation of SFU's Student Conduct Policy or the host institution's equivalent, etc.) and SFU would then have no obligation upon termination to place me in any institution with which SFU has a contractual relationship.
- c) SFU reserves the right to revoke my nomination to a partner institution or cancel or curtail my exchange at any time (including after the start of my exchange) if the location is no longer determined appropriate for student exchange by SFU (e.g. if Global Affairs Canada issues an "Avoid non-essential travel" or "Avoid all travel" advisory for the host location, or the location

no longer complies with SFU's Interim University-Related International Travel Policy). In such an occurrence, I understand that SFU would attempt to place me at another institution or a virtual exchange (if offered by my preferred host institution), with whom they have a contractual relationship, although they would have no obligation to do.

- d) The host institution reserves the right to cancel or make significant changes to my exchange term (e.g., change mode of delivery from in-person to virtual or a hybrid) at their sole option. This may be based on their institutional decision to suspend the exchange program or determine a mode of learning delivery based upon prevailing circumstances at the time, and/or my ability to meet immigration requirements or eligibility requirements. In such an occurrence, I understand that SFU would attempt to place me at another institution with whom they have a contractual relationship, although they would have no obligation to do so.
- e) As per item 2 e) SFU and the host institution reserve the right to terminate my two-term exchange if I am not in Good Academic Standing, according to the host institution's definition, after my first exchange term. I acknowledge that I will be responsible for any costs associated with my exchange, as stated under section 1. Tuition and Fees.
- f) In the case of any termination or revocation described in section 12. b), 12. c), 12. d), or 12 e), I acknowledge and agree not to hold SFU liable for any costs relating to the terminated or revoked exchange (including but not limited to tuition or student fees, travel, documents required for travel, accommodation, quarantine, immigration, insurance, or medical costs, and the costs described in section 1. c)), of either myself or those accompanying me.

13. Behavioural Expectations.

- a) While on exchange the cultural and behavioural expectations will be different than they may be at SFU. The laws and legal system as well as modes of behaviour, dress, cuisine, habits, expectations and styles of interpersonal communication may, and if my exchange takes place outside of Canada, are all likely to be markedly different. I understand that I will be held to a high behavioural standard while on exchange and I will conduct myself accordingly, recognizing that I will be seen as a representative of SFU. I will become informed of cultural and behavioural expectations through self-research, Exchange 101, pre-departure orientation, and any orientation programming that may be offered through my host institution.
- b) While on exchange I will be subject to (and will comply with) the academic regulations, codes of conduct and safety plans of the host institution as well as all SFU Policies, rules, regulations and procedures (including, without limitation, the Academic Calendar). I understand that while I am on exchange that I am subject to the laws and public health protocols of the host country/region and must not contravene those laws and protocols. I will become informed of, and remain updated on, all applicable laws, protocols, policies, rules, regulations and procedures through self-research and participation in any orientation programming that may be offered through my host institution.

14. Disclosure of Personal Information. These consents and acknowledgements are effective the date of signature provided at the end of this document. Pursuant to Section 33(2)(c) of the British Columbia Freedom of Information and Protection of Privacy Act (RSBC 1996, c.165):

- a) I understand that ISS may release my relevant personal information, including my likeness, to the host institution and its affiliated bodies, but that SFU will not release any personal information to any additional third parties without my consent, unless permitted or required by law.
- b) I acknowledge that SFU may release my name, contact information and exchange program information within SFU to any department with which I have a declared program. Such a disclosure would be for academic or administrative purposes.
- c) I understand that freedom of information and protection of privacy laws may be different in my host country/region, and that as a result of my participation in the formal exchange program, my personal information will be subject to the laws and practices of my host country/region. SFU is not responsible for the use of my relevant personal information by the host institution and/or its affiliated bodies.

I confirm that I have read and understood this Acknowledgment and accept its terms.

Print Name (full, legal name as per passport)

Student Signature

Date: _____

If you are younger than nineteen years of age your parent or guardian must also sign below.

**As the parent and/or legal guardian of _____ (full name of participant),
I consent to them participating in the exchange, and I confirm that I have read and understood this
Acknowledgment and that I accept its terms.**

Parent/Guardian Signature

Date: _____

The information on this form is collected under the authority of the *University Act* (R.S.B.C. 1996, c.468, s. 27(4)(a)) and the *Freedom of Information and Protection of Privacy Act* (RSBC 1996, c.165). It is related directly to and needed by the University to administer and operate the Formal Exchange Program. The information will be used to obtain and record an exchange student's acknowledgement of applicable provisions including consent to disclose personal information. If you have any questions about the collection, use and disclosure of this information please contact the Senior Director, International Services for Students, Simon Fraser University, MBC 1200, 8888 University Drive, Burnaby, BC V5A 1S6, iss_office@sfu.ca.