



SIMON FRASER UNIVERSITY (“SFU”)

Outbound Undergraduate Exchange Student Acknowledgment (2025-2026)

To: International Services for Students 3, 66
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
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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

Please retain this original document for your reference.

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 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 program described in 2.(k).

o) I understand that the host term dates may be different from 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.

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

translation of documents, etc.). My host institution may provide information and/or assistance on these matters. I understand that if I choo

inform and educate prospective exchange students. If the latter, I further understand that any personal information disclosed in this report media channels and online library, and will be accessible by anyone with access to 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

University-Related International Travel Policy). In such an occurrence, I understand that SFU would attempt to place me at another institution or a

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: _____