

SIMON FRASER UNIVERSITY ("SFU")

Outbound Undergraduate Virtual Exchange Student Acknowledgment (2025-2026)

To: International Services for Students ("ISS")
Simon Fraser University
MBC 1200 - 888 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 virtual 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 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 virtual program (FEP course varies based on number of units): I will continue to pay all tuition (domestic and international

eligible for the UPass 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. 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 as a nominated for the virtual exchange program.

- b) SFU will enrol me in the appropriate SFU placeholder SFp48 c 0 st (h)10.6 (t)-4.6.3 (he)-1.7 (ct)6.3 (0 T

h) Coursework that I complete on virtual exchange will transfer back to my SFU record as a "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 virtual exchange do not transfer back to SFU, but 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 virtual 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 are prerequisites 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 to ensure that the course enrolment 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 virtual 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 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000.

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

releasing a copy of my official transcript from my host institution and that it is my

5. 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 virtual 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 jurisdiction over host institution accommodation processes and services.
- b) If I wish to receive accommodation for a disability during the virtual exchange program, ISS strongly recommends that I register with the CAL and inform them of my plans to participate in the virtual exchange as early as possible and in any event at least 3 months in advance of the start of the virtual 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 approved by my host institution. For full-time virtual exchanges this would alter the number of units charged to me, as per Section 1.a., and the minimum number of units SFU require for transfer students (a22.an)29

8. Withdrawal From / Termination of Virtual 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 virtual exchange term;
- ii. the start of the SFU term in which I am registered for my exchange placeholder course;
- iii. my host institution's exchange cancellation deadline;
- iv. the drop date 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 mgoa (n)-9 (a)-10.7 ((6(vg)5 (ib)r-2.6(ib0 T5ci)-24

9. Behavioural Expectations.

- a) While on virtual 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 are all likely to be markedly different. I understand that I will be held to a high behavioural standard while on virtual exchange and 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 Research Exchange 101, pre-departure orientation, and any virtual orientation programming that may be offered through my host institution.
- b) While on virtual 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, with limitation, the Academic Calendar). 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 virtual orientation programming that may be offered through my host institution.

10. Disclosure of Personal Information .

This consent and acknowledgement is 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 SFU 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 virtual 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 these 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* (R.S.B.C. 1996, c.165). It is related directly to and needed by the University to administer and operate the Ford nVv2412 (l)-2 ()TJ -0.002 Tc 0.024 Tw 0.935 0 T-t(a) rp3 (r)6.7undehas e