**Outgoing Student Exchange – Letter of Understanding**

Full Name of Participant:

Student #:

Host Institution/ Country:

As part of my education abroad, I understand and agree to the following:

* I wish to participate in a semester exchange in (city, country) from (date from – date to)
* I understand that in order to be eligible to study abroad, I must have a minimum cumulative average of “B” or higher (75% or 3.0 GPA)
* I understand that I continue to pay RRU tuition fees while studying at the host institution. I agree to make payment of the tuition fee on or before the due date as determined and notified to me by RRU Student Accounts
* I acknowledge that my student account must be in good financial standing in order to participate in the semester exchange
* I understand that it is my responsibility to arrange and pay for transportation to and from (host country). I acknowledge that RRU recommends purchasing flight cancellation insurance.
* I understand that it is my responsibility to ensure adequate travel/ health insurance for my semester exchange period.
* I understand that it is my responsibility to secure accommodation for my semester exchange period.
* I understand that it is my responsibility to ensure necessary visa documents for the host country are obtained
* I understand that any additional travel and food costs will be my responsibility.
* I understand that accommodations for smoking preferences, allergies, medical needs, dietary preferences, and religious preferences/ needs may not be possible.
* I understand that any changes to the *outgoing exchange completion plan* (including changes of courses at host institution; failure to complete courses agreed upon) can lead to deferred graduation from my RRU program and may impact the tuition invoiced by RRU
* I understand that any changes to the *outgoing exchange completion plan* must be immediately communicated to my program head and the Office of International Collaboration and Development (go.global@royalroads.ca)

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| Student Signature |  | Date |