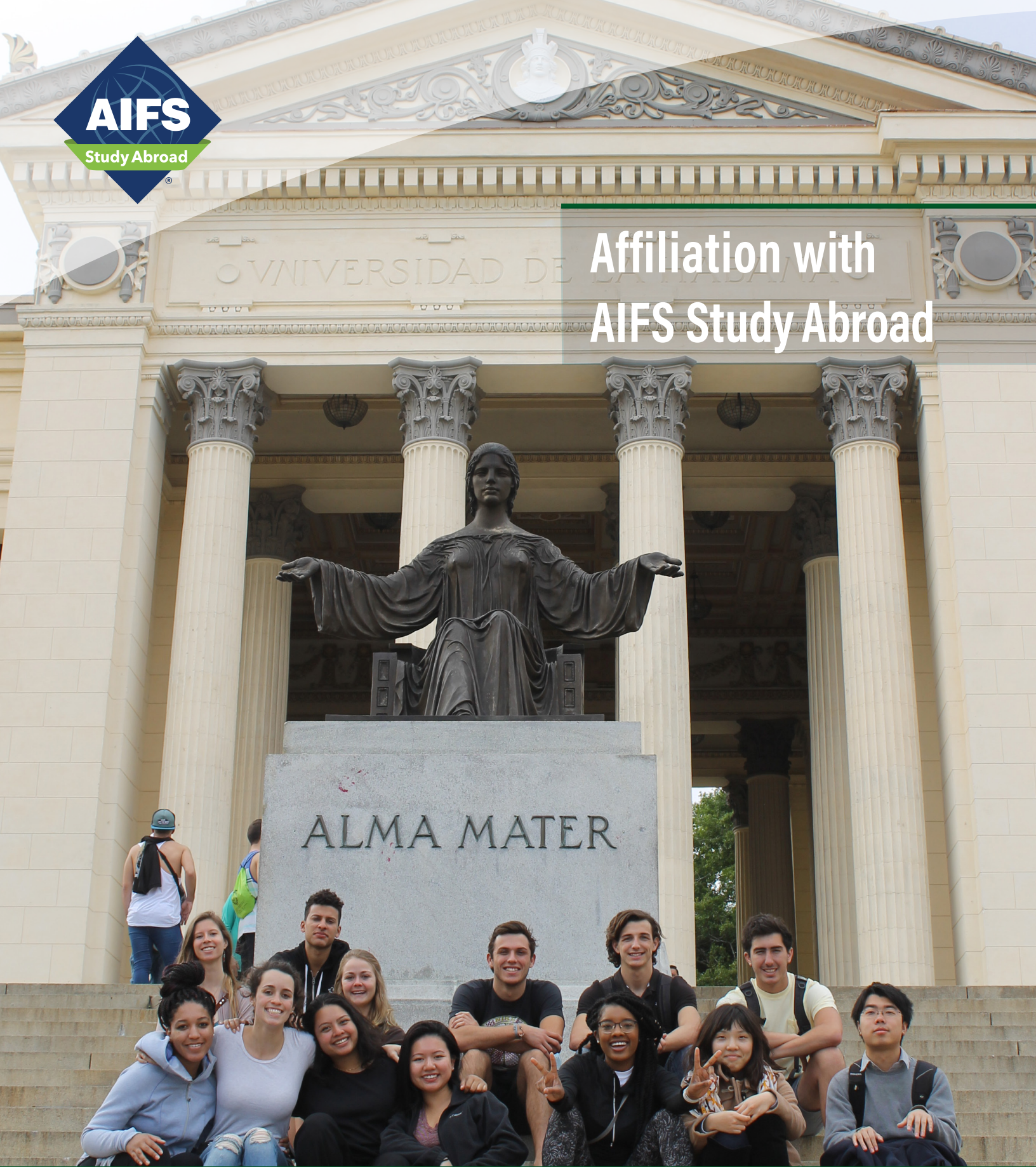




# Affiliation with AIFS Study Abroad



[www.aifsabroad.com](http://www.aifsabroad.com)

Enhance global program offerings and grow  
participation in study abroad at your institution



## Why Should My Institution Become an AIFS Affiliate?

Affiliating with AIFS will mean more than just sending your students abroad: we offer ways to help you fulfill your goals to internationalize the campus. Join with over 400 colleges and universities across the U.S. as an Affiliate of AIFS to collaboratively promote study abroad on your campus, facilitate administrative tasks and gain access to professional development opportunities. Affiliation agreements enable AIFS to work closely with institutions to promote study abroad on their campus and are designed to facilitate the transfer of credit and application of financial aid.

## The World Awaits

AIFS offers 126 programs spanning 21 countries.

Argentina	Ecuador	Italy
Australia	England	New Zealand
Austria	France	Northern Ireland
Chile	Germany	Russia
China	Greece	South Africa
Costa Rica	hungary	Spain
Czech Republic	India	Study & Travel
	Ireland	

## PROGRAMS AND ADMINISTRATIVE BENEFITS

### Academic Program Offerings

With over fifty years' experience in international education, AIFS offers study abroad programs of the highest academic quality, with a commitment to the health and safety of your students. With academic year, semester, summer and inter-term programs in more than 20 countries, your students will have an increased diversity of programs to consider. By affiliating, your institution will add to its academic offerings the curriculum at more than 30 institutions of higher education around the world, without any investment of time or money and with no additional commitment of present or future resources.

AIFS Study Abroad has developed relationships with outstanding universities in each of our program locations, and works with these institutions that share our commitment to academic excellence. We continually evaluate our program offerings and assess student outcomes.

**Financial Benefits** – Students receive a monetary grant in the amount of \$400 per semester or \$200 for summer/January Term programs. At the discretion of the institution, these funds may be applied directly to your student AIFS invoices, or paid to your institution for the administration of grants/scholarships or for other program support services. There are no minimum enrollment requirements under the AIFS Affiliation Agreement.

**Special Billing Arrangements** – AIFS arranges for the invoicing of your students and/or your institution, designed to specifications you request. This serves to maintain your students' enrollment status on your campus and facilitates the use of applicable financial aid, scholarships and grants and loans (note: affiliation is not required to request special billing arrangements).

**Advisor Portal** – AIFS provides Affiliates with access to a special portal on our website enabling them to view information on their students' enrollment status in our programs.

**Customized Faculty-Led Programs** – AIFS works with both its affiliated and non-affiliated partners to provide support for customized, faculty-led study abroad programs. As institutions seek to broaden options and create development opportunities for faculty, AIFS offers a broad range of services in a diversity of countries.

Visit [www.aifsabroad.com/customized](http://www.aifsabroad.com/customized) for more information.



## PROFESSIONAL DEVELOPMENT OPPORTUNITIES

**Program Site Visits** – Broaden your staff and faculty members' knowledge of the world through visits to our program sites. Education abroad professionals know that having good on-site knowledge of programs is to key to successful student advising. AIFS arranges site visits to select program sites each semester. Staff and faculty from all AIFS Affiliates are eligible to request to participate; AIFS covers most costs including airfare, hotel, ground transportation and most meals. The capacity for participation on funded site visits varies each year and requests are accommodated based on available spaces. Site visit participants are asked to provide a written report to be shared with other sending institutions.

**Board of Advisors** – The AIFS Study Abroad Board of Academic Advisors is made up of international education professionals who typically represent colleges and universities with missions supporting the advancement of education abroad as a component of internationalization.

AIFS invites individuals to serve on the Board as volunteers, seeking their advice and counsel on issues related to study abroad program development, management and evaluation. The Board meets annually and communicates with its members throughout the year to discuss issues as they arise.

**Workshops and Seminars** – International education professionals and faculty from Affiliated institutions are given priority invitation to the occasional workshops and seminars sponsored by AIFS.

## HOW DO INSTITUTIONS WORK WITH AIFS?

AIFS seeks to make its programs available to your students to consider among the range of choices they have, including your institutionally run programs, exchanges and those provided by other organizations. Typically, Affiliates make AIFS catalogs available to interested students, permit and facilitate the use of applicable financial aid, facilitate the transfer of credit, invite AIFS to study abroad fairs, create links to the AIFS website, display posters in prominent locations, advise AIFS on potential program offerings, arrange student meetings and are generally knowledgeable about AIFS study abroad programs.

## WE ALREADY HAVE STUDY ABROAD PROGRAMS, SO WHY ENCOURAGE STUDENTS TO PARTICIPATE IN AIFS PROGRAMS?

Participation in study abroad programs continues to grow, and students from an increased diversity of majors are seeking opportunities to enhance their academic experience. AIFS programs will compliment the program options you already make available to your students. A broader range of study abroad program choices will enable you to reach and accommodate more of your students.

AIFS recognizes that institutions may have programs that rely on participation by your students to remain viable, and these programs could be adversely affected if you offer alternatives in the same or nearby locations. Your institution may choose to approve and promote selected programs from the AIFS program offerings in order for you to better ensure that you reach enrollment goals for your own programs.

## BECOME AN AFFILIATE OF AIFS!

If you are interested in becoming an Affiliate, please complete and send the enclosed Affiliation Agreement to the address below. A Coordinator should be named as the contact person on the home campus.

### AIFS Study Abroad

Affiliates Program  
1 High Ridge Park  
Stamford, CT 06905  
800.727.2437

For more information visit us online at: [www.aifsabroad.com/affiliates](http://www.aifsabroad.com/affiliates)

# AFFILIATES OF AIFS

**ALABAMA** | Auburn University | Birmingham-Southern College | Judson College | Samford University | University of Alabama | University of Alabama in Huntsville | University of Montevallo | University of South Alabama | University of West Alabama | **ALASKA** | University of Alaska Anchorage | University of Alaska Fairbanks | **ARIZONA** | Mesa Community College | **ARKANSAS** | Arkansas State University | University of Arkansas | University of Central Arkansas | **CALIFORNIA** | Cal Poly Pomona | California Baptist University | California Lutheran University | California State University, Chico | California State University, Dominguez Hills | California State University, Fullerton | California State University, Long Beach | California State University, Los Angeles | California State University, Monterey Bay | California State University, San Marcos | Chapman University | College of the Canyons | Concordia University Irvine | Foothill College | Marymount California University | Mount Saint Mary's University | Notre Dame de Namur University | Point Loma Nazarene University | San Diego State University | San Diego State University Imperial Valley | University of California, Berkeley | University of California, Irvine | University of California, Merced | University of California, Riverside | University of California, San Diego | University of California, Santa Cruz | University of San Francisco | Whittier College | **COLORADO** | Colorado Christian University | Colorado State University | Fort Lewis College | Metropolitan State University of Denver | Regis University | University of Colorado at Colorado Springs | University of Colorado Denver | University of Denver | University of Northern Colorado | Western State Colorado University | **CONNECTICUT** | Albertus Magnus College | Central Connecticut State University | Quinnipiac University | Southern Connecticut State University | University of Hartford | University of New Haven | **FLORIDA** | Flagler College | Florida Agricultural and Mechanical University | Florida Atlantic University | Florida Gulf Coast University | Florida Institute of Technology | Florida Memorial University | Hillsborough Community College | Lynn University | Miami Dade College | University of Florida | University of North Florida | University of South Florida | University of Tampa | **GEORGIA** | Berry College | Brenau University | Georgia Southern University | Georgia State University | LaGrange College | Mercer University | Morehouse College | University of Georgia | Wesleyan College | **HAWAII** | Chaminade University | Hawaii Pacific University | Leeward Community College | University of Hawaii, Hilo | **IDAHO** | Boise State University | Northwest Nazarene University | **ILLINOIS** | Benedictine University | Bradley University | Columbia College Chicago | Concordia University Chicago | Dominican University | Eastern Illinois University | Eureka College | Illinois College | Illinois State University | Lake Forest College | Lewis University | North Central College | Northern Illinois University | Roosevelt University | Saint Xavier University | Southern Illinois University Carbondale | Southern Illinois University Edwardsville | University of St. Francis | Western Illinois University | **INDIANA** | Anderson University | Ball State University | Marian University | Saint Mary-of-the-Woods College | Trine University | University of Evansville | Wabash College | **IOWA** | Cornell College | Drake University | Graceland University | Grand View University | Iowa State University | Mount Mercy University | St. Ambrose University | University of Northern Iowa | Upper Iowa University | Wartburg College | **KANSAS** | Baker University | Bethany College | Emporia State University | Pittsburg State University | Southwestern College | University of Kansas | Wichita State University | **KENTUCKY** | Berea College | Campbellsville University | Eastern Kentucky University | Georgetown College | Kentucky Wesleyan College | Thomas More College | University of Louisville | Western Kentucky University | **LOUISIANA** | Xavier University of Louisiana | **MAINE** | University of Maine at Farmington | University of Southern Maine | **MARYLAND** | Frostburg State University | Goucher College | Loyola University Maryland | McDaniel College | Morgan State University | Mount St. Mary's University | Salisbury University | St. Mary's College of Maryland | Stevenson University | Towson University | University of Maryland Baltimore County | **MASSACHUSETTS** | Anna Maria College | Assumption College | Clark University | Curry College | Dean College | Emmanuel College | Fitchburg State University | Framingham State University | Lasell College | Lesley University | Merrimack College | Mount Ida College | Nichols College | Pine Manor College | Regis College | Salem State University | Stonehill College | University of Massachusetts Boston | University of Massachusetts Dartmouth | University of Massachusetts Lowell | Westfield State University | Worcester State University | **MICHIGAN** | Adrian College | Alma College | Davenport University | Ferris State University | Grand Rapids Community College | Grand Valley State University | Siena Heights University | University of Michigan-Flint | Western Michigan University | **MINNESOTA** | Bethel University | Hamline University | Minnesota State University Moorhead | Minnesota State University, Mankato | Normandale Community College | St. Cloud State University | University of Minnesota, Crookston | University of Minnesota, Duluth | University of St. Thomas | Winona State University | **MISSISSIPPI** | Alcorn State University | Jackson State University | Millsaps College | Mississippi State University | **MISSOURI** | Drury University | Maryville University of Saint Louis | Missouri State University | Missouri Valley College | Missouri Western State University | Rockhurst University | Southwest Baptist University | Stephens College | Westminster College - MO | William Woods University | **MONTANA** | Carroll College | **NEBRASKA** | College of Saint Mary | Concordia University Nebraska | University of Nebraska at Kearney | University of Nebraska at Omaha | **NEW HAMPSHIRE** | Colby-Sawyer College | New England College | Plymouth State University | Saint Anselm College | Southern New Hampshire University | University of New Hampshire | **NEW JERSEY** | Bloomfield College | Centenary University | Kean University | New Jersey Institute of Technology | Rider University | Rowan University | Saint Peter's University | Stockton University | William Paterson University | **NEW MEXICO** | New Mexico State University | **NEW YORK** | Adelphi University | Albany College of Pharmacy and Health Sciences | Alfred University | College of New Rochelle | College of Saint Rose | Daemen College | Eugene Lang College The New School for Liberal Arts | Ithaca College | Manhattan College | Manhattanville College | Mount Saint Mary College | New York Institute of Technology | Niagara University | Pace University at Pleasantville | Pace University, New York City Campus | Russell Sage College | Sage College of Albany | Siena College | St. John Fisher College | **NORTH CAROLINA** | Appalachian State University | Bennett College | Greensboro College | High Point University | Lenoir-Rhyne University | North Carolina Agricultural and Technical State University | Salem College | University of North Carolina at Asheville | University of North Carolina Wilmington | Winston-Salem State University | **NORTH DAKOTA** | Dickinson State University | North Dakota State University | University of North Dakota | **OHIO** | Bowling Green State University | Capital University | Central State University | Cleveland State University | Heidelberg University | Lake Erie College | Lourdes University | Marietta College | Miami University | Miami University Hamilton Campus | Mount St. Joseph University | Ohio Dominican University | Ohio Northern University | Ohio State University | Ohio University | Ohio Wesleyan University | Otterbein University | Tiffin University | University of Akron | University of Cincinnati | University of Dayton | University of Findlay | Walsh University | Wright State University | Xavier University | Youngstown State University | **OKLAHOMA** | Oklahoma State University | Southeastern Oklahoma State University | **OREGON** | Concordia University Portland | Eastern Oregon University | **PENNSYLVANIA** | Albright College | California University of Pennsylvania | Carlow University | Cedar Crest College | Chatham University | Clarion University of Pennsylvania | Duquesne University | Gannon University | Grove City College | Immaculata University | La Roche College | Lincoln University | Marywood University | Mercyhurst University | Millersville University of Pennsylvania | Rosemont College | Saint Vincent College | Shippensburg University of Pennsylvania | Valley Forge Military College | West Chester University of Pennsylvania | Wilkes University | **RHODE ISLAND** | Providence College | Rhode Island College | Roger Williams University | Salve Regina University | University of Rhode Island | **SOUTH CAROLINA** | Claflin University | Coastal Carolina University | Coker College | College of Charleston | Presbyterian College | South Carolina State University | The Citadel, The Military College of South Carolina | University of South Carolina | Winthrop University | **SOUTH DAKOTA** | Augustana University | Black Hills State University | South Dakota School of Mines and Technology | University of South Dakota | **TENNESSEE** | King College | Rhodes College | Union University | University of Tennessee at Chattanooga | **TEXAS** | Austin College | Sam Houston State University | Schreiner University | St. Edward's University | St. Mary's University of San Antonio | Stephen F. Austin State University | Tarleton State University | Texas A&M International University | Texas A&M University | Texas A&M University - Commerce | Texas A&M University - Texarkana | Texas State University | Texas Tech University | Texas Woman's University | University of Houston | University of Houston - Downtown | University of Texas at Arlington | University of Texas at Austin | University of Texas at Dallas | University of the Incarnate Word | West Texas A&M University | **UTAH** | Dixie State University | Southern Utah University | Utah Valley University | Westminster College | **VERMONT** | Bennington College | Champlain College | Northern Vermont University- Johnson | Northern Vermont University- Lyndon | Norwich University | Saint Michael's College | University of Vermont | **VIRGINIA** | Averett University | Christopher Newport University | College of William and Mary | Hampden-Sydney College | Hampton University | James Madison University | Marymount University | Radford University | University of Lynchburg | University of Mary Washington | Virginia Military Institute | Virginia Polytechnic Institute and State University | Virginia Wesleyan University | **WASHINGTON** | Central Washington University | Eastern Washington University | Gonzaga University | Northwest University | State University Vancouver | Western Washington University | **WASHINGTON D.C.** | American University | Georgetown University | George Washington University | Catholic University of America | Howard University | **WEST VIRGINIA** | Marshall University | West Virginia University | **WISCONSIN** | Beloit College | Lakeland University | Ripon College | St. Norbert College | University of Wisconsin - Whitewater | **WYOMING** | University of Wyoming



**AIFS STUDY ABROAD**

1 High Ridge Park | Stamford, CT 06905

[www.aifsabroad.com](http://www.aifsabroad.com)



# AIFS STUDY ABROAD | AFFILIATION AGREEMENT

\_\_\_\_\_ wishes to affiliate with AIFS Study Abroad, and to enroll its students in the Academic year, summer, and inter-term study abroad programs offered by AIFS Study Abroad.

This Affiliation Agreement begins with the \_\_\_\_\_ semester and continues indefinitely until either party decides to discontinue it.

## Affiliation Agreement Purpose

1. To develop a cooperative relationship intended to promote and facilitate student participation in study abroad.
2. To enable students to consider AIFS study abroad programs among their options.
3. To provide financial and advising support for students studying abroad.

## Responsibilities of AIFS Study Abroad

1. AIFS will provide a grant of \$400 for each student enrolling in an academic semester program and \$200 for each student enrolling in a summer program. The grant will be applied directly to each student's program invoice as a reduction of the program fee. Alternatively, institutions may request that these funds be dispersed directly to the institution for distribution to students or use for support services. Institutions should indicate their preference for distribution of these funds on page 2 of this form. Funds to be dispersed directly to the institution will be distributed at the conclusion of each semester. AIFS reserves the right to adjust the per student grant amount without requiring the initiation of a new agreement. **(Note: Enrollments on AIFS Customized Faculty-led programs are not included in the grant program.)**
2. AIFS will organize site visits each semester to select program destinations, providing for the costs for air transportation, hotel and meals for a representative from its Affiliate partners. AIFS will accept requests for participation in these scheduled site visits, and will work to accommodate as many requests as possible. If capacity limits prevent an institution from participating, priority will be given to that institution for future site visits. Institutions may elect to participate in site visits at their own cost.
3. AIFS agrees to accept all Affiliate Institution applicants provided they meet stated admission criteria, which will enable the Study Abroad Office to inform students of the likelihood of acceptance. It should be noted that an accepted student does not have a confirmed space until the required deposit is paid. Application deadlines are listed in the AIFS Study Abroad catalogs.
4. AIFS will accept applications individually from students, or they may be channeled through the Study Abroad Office and submitted to AIFS as a group at the discretion of the Affiliate Institution.
5. AIFS will facilitate the issuance of academic transcripts from its host university partners abroad, which be sent at the conclusion of each semester to a designated recipient at students' home institutions.
6. AIFS agrees to cooperate with the Affiliate Institution on alternate invoicing procedures, if requested. Students are typically billed directly by AIFS. However, arrangements can be made with the Affiliate Institution to directly bill the institution for some or all of the students' charges. (Please request a Special Billing Request form for any new or updated arrangements.)
7. AIFS will supply copies of student evaluation summaries if requested.
8. AIFS will list the Affiliate Institution as an Additional Insured on the AIFS liability policies should it be so desired.

## Responsibilities of the Affiliated Institution

1. To work with its own Registrar's Office, or appropriate transfer of credit office, to facilitate the transfer of credit from AIFS programs.
2. To work with its own Financial Aid Office to facilitate the use of applicable financial aid and loans by its students who are eligible for such aid and who wish to study abroad on AIFS programs.
3. To maintain a supply of AIFS catalogs to make available to prospective students.
4. To include approved AIFS study abroad programs on its program directory.
5. To provide a link to the AIFS Abroad website from its study abroad website or portal.
6. To include AIFS in printed and electronic materials promoting affiliated programs of study abroad.
7. To display AIFS posters in the Study Abroad Office and/or at other campus locations where permitted.
8. To provide assistance for visiting AIFS staff to meet with prospective students. Additionally, the Affiliate Institution agrees to foster study abroad in general, as well as providing information about AIFS programs in particular.
9. To promote study abroad in general on its campus by means of posters and advertising. AIFS will provide materials, if requested.
10. To organize study abroad fair(s) and/or student information sessions at which AIFS and other study abroad organizations may attend and promote its programs.

The Affiliate institution plans to use (check one)  all AIFS programs  only the following programs: (Please specify)

**Agreed for**

**INSTITUTION**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**AIFS STUDY ABROAD**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Designee to Receive AIFS Catalog and Study Abroad Literature**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address Line 1

\_\_\_\_\_  
Address Line 2

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
Fax number

\_\_\_\_\_  
E-mail address

**Affiliate Grant Distribution**

- Affiliate grant funds should be applied directly to the student's account as a reduction of the program fee
  - Affiliate grant funds should be distributed to the College/University at the conclusion of each semester, made payable to the following department (if applicable):
- \_\_\_\_\_

**PLEASE RETURN COMPLETED AGREEMENT TO:**

**AIFS Study Abroad**

Attn: Paul Watson  
1 High Ridge Park  
Stamford, CT 06905

Email: [pwatson@aifs.com](mailto:pwatson@aifs.com) or Fax: (203) 399-5597