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UW-River Falls Administrative Policy  
Policy ID: AP-01-121  
Effective: December 22, 2017  
Revision: August 2023  
Review: 3 years

Title: International Agreements  
Maintained by: VCFA  
Approved by: Chancellor  
Next Review Date: August 2026

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## Policy

UW-River Falls is committed to Global Education and Engagement. As part of this commitment, international partnerships are encouraged. This policy describes the rationale and procedure by which this policy is to be implemented.

## Authority

The UW-River Falls Chancellor issues this policy in accordance with the Administrative Policy process. The Vice Chancellor of Finance and Administration is responsible for the administration of this policy. Failure to adhere to the provision of this policy may result in appropriate disciplinary action as provided under existing procedures applicable to students, faculty, and staff, and/or civil criminal prosecution.

## Procedure

Colleges or departments interested in international partnerships must contact the Office of International Education (OIE). OIE will lead the creation of the Memorandum of Agreement (MOA) and any Schedule detailing specific activities in collaboration with colleges and departments. OIE maintains the institutionally approved agreement templates and works with colleges and departments to complete the required information. OIE should also receive and maintain a signed copy of all agreements, and provide a digital copy of every MOA for inclusion on the accreditation and articulation pages of the university website. OIE will coordinate with the Chancellor's office for the Chancellor to review and sign. Only the Chancellor, or his/her designee, can authorize new agreements. Agreements are contracts that obligate UWRF and, as such, need formal approval.

All agreements must include:

- Clearly identified partner organization/s.
- End dates on the agreements, even if they automatically renew without action to change them.
- Reference to liability as stipulated by Risk Management.

Specific agreements will include:

- General terminology such as "must meet UWRF English proficiency requirement" instead of specific scores or testing instruments and "must meet international student Admissions standards."
- Transfer credit language that conforms to the *Faculty and Staff Handbook* regarding Academic Standards, Procedures and Policies, if course articulation is to be included.
- Reference to UW System, state and federal requirements, such as nondiscrimination laws.
- Clarification of tuition rates, as appropriate.

Exchange agreements:

- Are tuition exchange only. Students are required to pay all other fees that are normally charged, i.e., university and course fees, international student fees, international student insurance, etc.
- Comply with on-campus living or other institutional policy requirements.

- Should address the timeline to achieve balance in the number of incoming and outgoing students. Balance is required within a specific timeframe such as two or three years.
- Define the number of students who can participate in exchanges by using “student semester” as the basis for determining the number allowed.
- May be general university wide agreements. Discipline-specific agreements are preferred, ideally with faculty/department support.

#### Special Partnership Agreements:

For special partnership agreements, as determined by the Office of International Education, tuition for incoming international students may be based on the Return to Wisconsin tuition rate and will not be less than the Return to Wisconsin rate. Special agreements include overseas institutions who confirm their intention to send international fee-paying students to UWRF. The tuition rate will be clarified in the agreement and cannot be less than the Return to Wisconsin rate. Refer to Policy AP-01-111 Tuition Remission policy for details on tuition remission. Special partnership agreements are not available for students admitted to undergraduate or graduate programs with special tuition rates (e.g. Early Childhood).

#### Agency Agreements:

There are agencies and organizations that have contracts with the US State Department and/or foreign governments (such as IIE, IREX, and World Learning). These organizations typically have an application process to host non-degree seeking international students for a specific period of time. Some of these organizations require a match from the host institution. Examples of a match would be discounted tuition or a reduced housing charge. If tuition is discounted, it may be at the Return to Wisconsin tuition rate with the express written authorization by the Chancellor. A reduced housing charge would be authorized in writing by the Director of Residence Life and the Chancellor.

### **University Responsibilities**

Office of International Education  
 Chancellor  
 Admissions Office  
 Student Billing  
 Colleges and Departments  
 Other offices as deemed necessary

### **Department/Unit Responsibilities**

Colleges and departments will collaborate with OIE on agreements and agency applications. Refer to **Procedure** guidelines above.

### **Contact**

Please direct questions about this policy to [administrative-policy@uwrf.edu](mailto:administrative-policy@uwrf.edu).