

**AGREEMENT OF ACADEMIC UNDERSTANDING  
BETWEEN  
X UNIVERSITY  
AND  
THE INSTITUTE FOR SHIPBOARD EDUCATION**

This agreement is entered into by the X University and the Institute for Shipboard Education (ISE). This agreement becomes effective on the date signed by the authorized representative of each institution.

The institutions recognize the value of improved intercultural understanding and the enhanced educational opportunities for undergraduate students. The parties desire to develop these opportunities through the program of academic cooperation as set forth below. As X University sponsored participants in ISE's Semester at Sea® Program, students will receive resident X university credit for course work documented on the sponsoring University transcript.

**AGREEMENT**

1. Term of the Agreement: Unless terminated earlier pursuant to mutual agreement or pursuant to its provisions, this Agreement will remain in force indefinitely from the date of its execution.
2. Program Applicants: ISE will process applications received directly from X University students, or those submitted by X University study abroad office. ISE will notify X University of its students who are academically admitted to Semester at Sea. ISE will also notify to X University students that they must inform the X University study abroad office of their intent to enroll.
3. Number of Program Participants: There is no minimum number of students that X University must send each semester.
4. Promotional Materials: Each semester ISE provide X University with current catalogs and other appropriate materials to help promote the program and to advise prospective students. X University agrees to use its best efforts to promote Semester at Sea on an equal basis with other study abroad programs.
5. Program Payments: X University students will pay the program application fee, deposit and program fee directly to ISE. At X University's request, ISE will provide copies of student invoices in order to facilitate applicable grants or scholarships.
6. Financial Aid: All federal financial aid and loans will be processed by X University and paid to ISE when the funds are disbursed. Prior to disbursement, pending financial aid will be credited by ISE to the students' accounts upon notification from X University of awarded amounts. The transfer of other forms of financial aid or scholarships for use on Semester at Sea will be at the discretion of the funding source.
7. Grade Reports: An official academic transcript reflecting all course work attempted and completed on Semester at Sea will be issued by the sponsoring

university. The transcript will be directed to the appropriate office as designated by X University.

8. Interpretation: This Agreement and any associated annexes represent the entire agreement and understanding of the parties and supercede any prior oral or written representations or understanding regarding the subject matter of this Agreement. This Agreement may be modified by written memorandum signed by X University and ISE. If one or more of the provisions set forth in this Agreement is held to be invalid or unenforceable in any respect, then the invalidity or unenforceability shall not affect any other provision of this Agreement, and the Agreement shall be construed as if the invalid or unenforceable provision had been excluded.
9. Termination: Either party may terminate Agreement on written notice to the other party, received at least one semester in advance of the desired date of the termination.
10. Non-Discrimination: The parties agree to comply with all applicable state and federal laws, rules, regulations and executive orders governing equal employment opportunity and non-discrimination.

X University

Institute for Shipboard Education  
Semester at Sea®

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_