

Appendix D: Direct Billing Agreement between Arcadia University and Home Institution

See next page for agreement.

**Direct Billing Agreement
Between
Arcadia University and HOME INSTITUTION**

1. Arcadia University and HOME INSTITUTION hereby enter into this agreement governing the payment of fees for students from HOME INSTITUTION who participate in the programs overseas organized by the Arcadia University Center for Education Abroad.
2. Arcadia University shall be solely responsible for establishing all fees and charges including, but not limited to, tuition, accommodation, transportation, field trips, and other program activities for its programs abroad. Arcadia University agrees to provide HOME INSTITUTION with information related to fees and charges upon request.
3. HOME INSTITUTION shall be responsible for the payment of all fees and charges [except application fees and program deposits] imposed by Arcadia University on students from HOME INSTITUTION who participate on the Arcadia University program(s). Arcadia University will send a billing statement for each student to the appropriate office at HOME INSTITUTION. HOME INSTITUTION agrees to pay all fees and charges to Arcadia University on or before a date the two institutions will establish.
4. Arcadia University retains the right to impose published late fees and to remove from eligibility for the program any student whose fees and charges have not been paid in full by the date agreed.
5. In the event that a student withdraws from the program before it has begun or during the course of the program, all refunds will be made in accordance with the refund policy published by the Arcadia University Center for Education Abroad in its brochure describing the relevant program.
6. HOME INSTITUTION is solely responsible to its students for any breach of these terms and conditions by HOME INSTITUTION. HOME INSTITUTION agrees to defend, indemnify and hold harmless Arcadia University against any claim or loss.
7. If the terms and conditions of this agreement are breached by HOME INSTITUTION, HOME INSTITUTION will be liable to Arcadia University for damages.
8. Arcadia University and HOME INSTITUTION are each to be considered independent contractors.
9. This agreement becomes effective when signed by a responsible official of each institution. It will remain in effect until terminated. It may be amended, expanded or terminated by means of an exchange of letters with the understanding that no student who is participating in a program at the time a modification is made will be affected by that change. This agreement may be terminated by either party on six months' written notice to the other party.

For Arcadia University:

David C. Larsen, Vice President

Date

For HOME INSTITUTION:

Signature

Date

Name

Title