

**Memorandum of Agreement between
The Regents of the University of New Mexico, USA and
Associação Alumni, Brazil
Regarding an English Language and Culture Full Scholarship Program**

A. INTRODUCTION

The Center for English Language and American Culture (CELAC) at the University of New Mexico (UNM) hosts students from Associação Alumni (AA) in a 4-week summer English Language and Culture Program at the UNM Albuquerque Campus. This multi-level program focuses specifically on Academic English and American Culture.

B. PROGRAM SUMMARY

Students will attend registration, orientation and take a placement exam before classes begin in order to place them in a class appropriate for their level (e.g. low-intermediate, intermediate, advanced, etc.). Throughout the program, participants will attend 20 hours of English instruction per week with ample opportunity to practice their speaking skills as well as learn about American culture through participation in at least two cultural events. Participants will be required to complete a selection of short assignments, and may be required to complete a research project. Throughout the program, participants will engage in a variety of recreational activities that reflect the program theme and give the opportunity to experience American culture firsthand. The participants will take the TOEFL ITP at the end of the program. A Certificate of Attendance and an assessment report will be given to participants at the end of the program. The Program details are set forth in **Appendix A** to this Agreement.

C. ACCOMMODATION

Students will rent apartment-style campus housing for the duration of their studies. Accommodations include a private bedroom and linens, shared kitchen, shared bathroom, towels, Wi-Fi, free laundry facility, and adjacent student cafeteria.

D. SCHOLARSHIPS

As permitted by its annual budget, CELAC will provide full scholarships for 1 or more students selected by AA. CELAC will specify the details in an update of **Appendix A** for each year that its budget allows it to award 1 or more full scholarships. AA-Ed USA will match each scholarship by paying CELAC the program fees listed below.

CELAC's Scholarship Award	AA Scholarship Match Paid to CELAC
<ul style="list-style-type: none"> ➤ 20 hours of intensive English instruction per week ➤ TOEFL exam ➤ Airport pick-up and personal group coordinator ➤ Two organized cultural field trips 	<ul style="list-style-type: none"> ➤ Accommodations ➤ Meals ➤ Books and materials ➤ Student health insurance

E. UNM RESPONSIBILITIES

1. Design, organize and deliver a detailed program of instruction and activities that will meet the

- participants' learning objectives, concluding with the TOEFL ITP.
2. Arrange and pay for airport pick-up and personal group coordinator for assistance with housing, campus familiarization, events, and other needs.
 3. Arrange and pay for two organized cultural field trips.
 4. Arrange on-campus accommodations for the duration of the program.
 5. Arrange and pay for all the costs associated with supervised group activities (unless otherwise stated).
 6. Provide a letter of acceptance to each scholarship awardee for visa application purposes.

F. ASSOCIAÇÃO ALUMNI RESPONSIBILITIES

1. Market and promote the CELAC scholarship opportunity within the AA Center for current and past students and to the greater community via advertising in major newspapers, magazines, and online portals.
2. Submit all advertisements before publishing them to CELAC for its review, comment, and approval, and email CELAC a copy of each published on-line and print advertisement for its records.
3. Pay the following costs for each scholarship awardee:
 - a. Travel costs including round-trip transportation from Brazil to Albuquerque, NM (travel arranged by AA) and SEVIS processing fee for student visa application.
 - b. Housing accommodations and meals
 - c. Books and materials
 - d. Student health insurance
4. Submit the name of the scholarship awardee(s) at least 8 weeks prior to the program start date.
5. Ensure that all scholarship awardees:
 - a. Are aware of program information communicated by CELAC
 - b. Buy health insurance that meets UNM's requirements
 - c. Have ready access to sufficient funds to pay for their own classroom supplies and personal expenses

G. FINANCIAL ARRANGEMENTS

In consideration of CELAC's scholarship award(s), AA will pay the entire fee in CELAC's invoice by the date in **Appendix A** and will meet all its responsibilities in this agreement. If any individual or the group cancels after payment is received, any costs incurred by CELAC in preparing to provide the requested services will be deducted from the payment before any refund is made. Refunds are not issued after the second week of classes.

Please make all payments via wire transfer directly to UNM's bank account in Albuquerque:

Beneficiary name: UNIVERSITY OF NEW MEXICO
Beneficiary address: 1 University of New Mexico, Albuquerque, New Mexico 87131
A/C no: 156402023717
Bank name: US Bank
Swift code: USBKUS44IMT
Bank address: 7900 Jefferson St NE, Albuquerque, NM 87109

H. TERM, AMENDMENT, TERMINATION, AND DISPUTE RESOLUTION

This Agreement shall become effective for an initial term of five years from the date of the last signature by the parties' duly authorized representatives and shall automatically renew for successive five-year terms unless terminated as provided below.

This Agreement may be amended by an instrument in writing signed by the duly authorized representatives of each party. However, in the interest of administrative efficiency the parties may modify the program details in **Appendix A** in the normal course of their collaboration without the need to modify the clauses of this Agreement or to re-sign it.

Either party may terminate this Agreement for any reason or no reason by giving the other party at least 30 days' written notice. Termination shall be subject to CELAC's refund policy in Section G, above.

This Agreement is signed in good faith and in accordance with the administrative rules and procedures governing each party. Therefore, any dispute that may arise concerning its interpretation and implementation will be resolved amicably through negotiations.

I. COUNTERPARTS BY FACSIMILE OR EMAIL

This Agreement may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of a ".pdf" format data file, such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or ".pdf" signature page were an original thereof.

J. NOTICES

All notices required hereunder shall be in writing and delivered by a duly authorized representative of the Party giving the notice and sent by email transmission to the following addresses. Either Party may change its email address for notice purposes by providing prior written notice to the other party. Any notice sent by email transmission shall be deemed to have been delivered at the time of confirmation of receipt.


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E-mail: pedmunds@unm.edu
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Associação Alumni
Rua Alexandre Dumas, 2220
Chácara Santo Antônio, CEP 04717-004
São Paulo, Brazil
Tel: +55-11-5644-9700
E-mail: adriano.abner@alumni.org.br
<http://www.alumni.org.br>

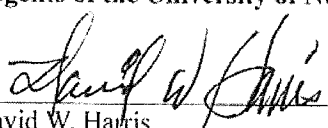
This document memorializes the parties' entire agreement.

Associação Alumni

Regents of the University of New Mexico


Júlio Antônio d'Oliveira Sampaio
Presidente

Date


David W. Harris

Executive Vice President for Administration

**Memorandum of Agreement between
The Regents of the University of New Mexico, USA and
Associação Alumni – Sao Paulo, Brazil
Regarding CELAC's English Language and Culture Program**

Appendix A – 2018 Schedule and Program Fees – Full Scholarship

Number of Full Scholarship Awards in 2018: 1

Arrival Date: June 26, 2018

Program dates: July 2-27, 2018

Start date of classes: July 2, 2018

2018 CELAC Program Fees in U.S. Dollars Billed to Associação Alumni Brazil	Price per student
Accommodations (5 weeks @ \$189 per week)	\$945
Meals (5 weeks at \$100 per week)	\$500
Books and Materials	\$280
Student Health Insurance	\$95
TOTAL PER STUDENT	\$1820.00

2018 Value of CELAC Scholarship Award in U.S. Dollars	Award per student
Tuition for Instruction, 20 hours per week	\$1,515
TOEFL Exam	\$100
Airport Pick-up and Personal Group Coordinator	\$160
Two Organized Cultural Field Trips	\$100
TOTAL PER STUDENT	\$1,875.00

Full payment of the sum of CELAC Program Fees (above) is due by July 15, 2018.