



**Memorandum of Agreement between
The Regents of the University of New Mexico, USA and
The City University of Macau, China
Regarding an English Language and Culture Program**

A. INTRODUCTION

The Center for English Language and American Culture (CELAC) at the University of New Mexico (UNM) hosts students from the City University of Macau (CU of M) in a 4-week summer English Language and Culture Program (ELCP) at the UNM Albuquerque Campus. This multi-level, multi-national 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 participate in a variety of recreational activities that reflect the program theme and give the opportunity to experience American culture firsthand. A Certificate of Completion 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.

UNM will accept one chaperone that accompanies the group to observe some of the classes and to participate in the afternoon activities and day trips on a complimentary basis.

C. ACCOMMODATION

Students and the chaperone 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. PROGRAM FEES

UNM offers the following group discounts to CU of M: 10% off the regular tuition for 10 to 24 students, and 15% off for 25 or more students.

Included in Program Fees	NOT included in Program Fees
<ul style="list-style-type: none"> ➤ Accommodations ➤ 20 hours instruction per week and TOEFL exam at group-discount tuition rates ➤ Books ➤ Personal Group Coordinator and Airport Pickup ➤ Student health insurance ➤ Two organized cultural field trips 	<ul style="list-style-type: none"> ➤ Meals ➤ Classroom supplies (paper, pencils, notebooks, etc.) ➤ Personal expenses

E. UNM RESPONSIBILITIES

1. Design, organize and deliver a detailed program of instruction and activities that will meet the participants learning objectives.
2. Arrange on-campus accommodations for the duration of the program.
3. Arrange and pay for the necessary transportation costs for all scheduled activities.
4. Arrange and pay for all the costs associated with supervised group activities (unless otherwise stated).
5. Provide all instructional materials.
6. Provide a group letter of invitation to CU of M, as well as a letter of acceptance to each participant for visa application purposes.

F. CITY UNIVERSITY OF MACAU RESPONSIBILITIES

1. Arrange and pay for the costs of all transportation from China to Albuquerque and return.
2. Submit the list of participants at least 8 weeks prior to the program start date.
3. Ensure that all program participants are aware of program information communicated by CELAC.
4. Ensure that all program participants buy health insurance that meets UNM’s requirements.

G. FINANCIAL ARRANGEMENTS

In consideration of UNM’s services, the CU of M will pay the entire fee in UNM’s invoice by the date in **Appendix A**. If any individual or the group cancels after payment is received, any costs incurred by UNM 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 one year from the date of the last signature by the parties’ duly authorized representatives and shall automatically renew for successive one-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 every year.

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 UNM’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.

Dr. Paul Edmunds
Director, CELAC
University of New Mexico
MSC06 3850
Albuquerque, NM 87131-0001 USA
1-505-277-7539; e-mail: pedmunds@unm.edu
<http://celac.unm.edu/>

Dr. Sean Shuying Li
Registrar
City University of Macau
Avenida Padre Tomás Pereira Taipa, Macau.
Tel: +853 85902768; E-mail: seanli@cityu.edu.mo
<http://www.cityu.edu.mo/>

This document memorializes the parties' entire agreement.

City University of Macau

Regents of the University of New Mexico



Dr. Sean Shuying Li
Registrar



David W. Harris
Executive Vice President for Administration

2016.12.12.

Date

1/16/17

Date

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Appendix A – 2017 Schedule and Program Fees

Arrival Date: June 27, 2017

Program dates: July 3-28, 2017

Start date of classes: July 3, 2017

2017 Program Fees in U.S. Dollars	10-24 students	25+ students
Accommodations (5 weeks @ \$160 per week)	\$800	\$800
Tuition for instruction & TOEFL exam (10-24: 10% discount; 25+: 15% discount)	\$1170	\$1105
Books	\$280	\$280
Personal Group Coordinator and Airport Pick-up	\$160	\$160
Student health insurance	\$95	\$95
Two organized cultural field trips	\$80	\$80
TOTAL PER STUDENT	\$2585.00	\$2520.00

Full payment of the sum on UNM's invoice is due by June 30, 2017.