



University  
of Regina



**Conditions of Placement  
Inbound Exchange  
Students**

I, \_\_\_\_\_, (full name) of \_\_\_\_\_ (home institution)  
Agrees to accept my placement in the University of Regina Exchange Program for the  
\_\_\_\_\_ semester. I understand the following conditions and will adhere to the  
University of Regina policy and procedures

**Eligibility** — I understand that my participation in the Exchange Program is conditional upon my maintaining, at the end of the term prior to exchange, all eligibility requirements (academic, social, behavioral) as defined by my home and host institution. Further, I understand that to be fully eligible to study at the University of Regina, I must satisfy the English Language Proficiency requirements provided by the campus. Results can be provided directly to the University of Regina Study Abroad Office.

**Exchange Period** — I understand that my exchange placement is limited to the period specified on my original application. An extension of a single term exchange will be considered only with the approval of both my home and host exchange coordinators. Under no circumstances will the total of all my exchange period at the University of Regina exceed the equivalent of one academic year. I further agree that if I cancel or shorten the duration of my exchange, I will notify, in writing, the coordinators at ~~my~~ my home and host campuses.

**Course Approval and Course Access** — I understand that course prerequisites at the University of Regina must be met and that course registration at the University of Regina is based on the availability of offerings and cannot be guaranteed.

**Tuition/Fees, Room/Meals, and Other Fees** — I agree to pay room/meals at the University of Regina in a timely manner. (This does not apply to York St. John applicants.) I understand that all financial obligations to the University of Regina and my home campus must be fulfilled prior to receiving transcripts from the University of Regina. I understand that I am responsible for arranging and paying for transportation, travel/health insurance and living expenses in order to travel to and from the University of Regina, as well as any leisure travel during my exchange.

**Off-Campus Housing** — In the event that I choose to live off-campus I understand that I do so at my own discretion and risk. I will be responsible for finding my own off- campus housing. The University of Regina will not be responsible for any part of my personal housing if it is off-campus.

**Transcripts** — Upon completion of my exchange, it is my responsibility to request transcripts at the Registrar's Office. An electronic copy of my transcript will be sent directly from the University of

Regina to my home institution. I understand that my transcripts will only be issued providing that all of my financial responsibilities are fulfilled. If there are any outstanding fees on your student account your transcripts will not be released.

**Insurance** — I understand that the University of Regina strongly recommends that I have adequate health insurance for the time period of exchange, and it is my responsibility to ensure that I am adequately covered for the period and place of my exchange. I further understand that my home and/or host campus may require purchase of institutional health insurance or proof of coverage. I also understand that I am eligible for Saskatchewan Health coverage only IF I carry a valid study permit.

**Personal Health and Safety** — I understand that the University of Regina and my home institution cannot guarantee my health and safety while on exchange. I am responsible for acting prudently and exercising caution and common sense at all times. In emergency situations, I understand that it is my responsibility to follow the instructions provided by the University of Regina personnel. I agree that the University of Regina as well as my home institution are not responsible for any personal injury, death, and/or loss or damage to property suffered by me during my exchange, including periods of travel with, and independent of, the exchange program.

**Rules and Regulations** — It is my responsibility to be informed about, and I agree to abide by, all rules, regulations, and policies of the University of Regina and my home campus governing my academic, financial, and social/behavioral status while on exchange. I understand that failure to conform to these rules and regulations may result in the termination of my exchange participation and that further disciplinary action may be taken by my host and home campuses.

**Hold-Harmless** — I understand that my participation in the International Exchange is voluntary. I understand that the University of Regina assumes no responsibility and disclaims any liability for any injury, loss, damage, or expense (personal, academic, financial, or other) suffered by me by reason of my participation in this exchange program.

**The Respectful Work and Learning Environment Policy** – I understand that the University of Regina is committed to creating and maintaining an environment in which members of the University community can live, work, and learn in a collegial climate of mutual respect, free of harassment, including sexual harassment, and discrimination. I further understand that the University policy has zero tolerance towards discrimination and harassment on the basis of race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, nationality, ancestry or place of origin, and that my actions could result in disciplinary and/or legal action taken against me. Finally, I understand that my personal beliefs and cultural values are subject to this policy which is based on Saskatchewan and Canadian law, and that it is my responsibility to be informed about and abide by the rules of this policy.

Student First Name: \_\_\_\_\_ Student Last Name: \_\_\_\_\_

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