

# EXCHANGE PROGRAM

## TERMS AND CONDITIONS

**Please read through the following carefully; when you SUBMIT your application, you are agreeing to the terms and conditions listed below.**

**Final decision rests with the Host Institution:** The final decision for your exchange application will be made by the Host Institution to which you have been nominated; that Host Institution will contact you directly with their decision. It is your responsibility to provide Student Exchanges - Service Point with a copy of your Host Institution's decision letter as soon as it is received.

**Non-resident Status:** When you accept McGill's nomination to participate in an exchange program, your record will be updated to non-resident status for the equivalent McGill term(s) you will be away. This means that if you are already enrolled for courses at McGill during your exchange term(s), these will be dropped, your transcript will indicate "Exchange Term Away", and you will not be able to register for courses in that term(s).

**Course approval:** It is your responsibility to ensure that the courses in which you enroll at the Host Institution are credit-bearing and comply with your faculty regulations concerning acceptability and duplication of courses taken previously at McGill or any other institution.

**Transfer of Credit:** It is your responsibility to ensure that all the necessary course approvals and transcript have been obtained for your transfer credits to be processed by McGill within the shortest delay possible. You are responsible to place the request for your host institution to send your Final Official Transcript to McGill University.

**Payment of Tuition:** Participation in an exchange program is contingent upon payment of tuition and related fees to McGill University, assessed on the basis of 15 McGill credits per term away (including applicable student services and society fees, etc.), irrespective of the number of credits for which you register at the Host Institution. Tuition fees are payable prior to your departure, and according to the regular deadlines set for all students. While participating in the exchange, you will not be required to pay tuition fees to the Host Institution (note, however, that you are required to pay for any additional course charges such as program fees, special activity charges, course materials or fees for non-credit courses).

**Travel Registry:** Prior to your departure on your exchange, it is your responsibility to complete the McGill Student Travel Registry. It should be completed as soon as possible and no later than the deadline sent to students by email from McGill Abroad. The travel registry is mandatory for all University-related travel outside of the Greater Montreal Area. Failure to complete the travel registry will lead to the cancellation of your exchange.

**Pre-departure Orientation:** All students who are traveling outside of Canada for University-related activities, including exchanges, must complete a pre-departure orientation course through MyCourses prior to taking part in the activity. Exchange students will be registered for the course and will receive an email when access has been granted. Students will learn about university requirements, government travel advisories, health questions, travel documents, sustainable travel and more. Failure to complete the Pre-departure Orientation course will lead to the cancellation of your exchange.

**Expenses:** Visa, transportation, medical insurance, living expenses (such as room and board), and all other costs (except for tuition) related to your attendance at the Host Institution are your sole responsibility. You must ensure that you do not leave the Host Institution with any outstanding fees or holds on your student record. You may be required to provide proof that you can cover the costs of attendance when you apply for a student visa to attend the Host Institution.

**Health Insurance:** It is your responsibility to inform your health insurance provider that you will be participating in an exchange abroad. You may use your exchange nomination letter for this purpose, which indicates that you are nominated to participate in an official McGill University exchange, as well as your acceptance letter from the host university. You must ensure that you have sufficient medical and emergency coverage including repatriation coverage.

**Valid Passport:** To participate in an international exchange, you are required to possess a passport which will be valid for a minimum period of six months beyond the end of your exchange term(s) abroad. You may be asked to submit a copy of your passport to the Host Institution (and by extension to the Student Exchanges at Service Point) as part of your application to them.

**Communication:** Communication with students while they are abroad will be done via their McGill email. Students are expected to monitor their McGill institutional email.

#### **Cancelling your exchange:**

- If you decide not to participate in the exchange program you must inform Student Exchanges - Service Point, by completing the Cancellation webform. Cancellation requests must be made prior to the exchange term.
- Prior to your travel or while you are away, McGill may terminate your participation in the exchange activity and require you to return to Canada forthwith for any reason McGill deems fit in the circumstances.

**Application Fee:** There is a \$150.00 non-refundable application fee that will be charged to your McGill student fee account immediately upon submitting your application and will be included on your next e-bill.

**Authorization:** By submitting my application to participate in the academic Exchange program, I authorize that McGill University shares my legal name, contact information, and or/or any other information that is part of my student record with the institution to which I am nominated, as per the Host Institution's requirements. I understand this might include but is not limited to date of birth, gender, citizenship, fields of study, CGPA, academic program information, etc. I understand and acknowledge that McGill University will provide the Host Institution the above-mentioned necessary information for my application and McGill University is authorized to receive my academic transcript directly from that Host Institution subsequent to my exchange. I confirm that all information I have provided is accurate, that I have read the Student Exchanges information on the following website: [7 Steps to Going on Exchange](#), and I understand my responsibilities.

 Once you click on Submit, your application is submitted and can NOT be modified. If you do not click on Submit, your application will not be saved.