

## MEMORANDUM OF UNDERSTANDING – PART III

Annex # 2022-23

Affiliated Institution: New Jersey City University

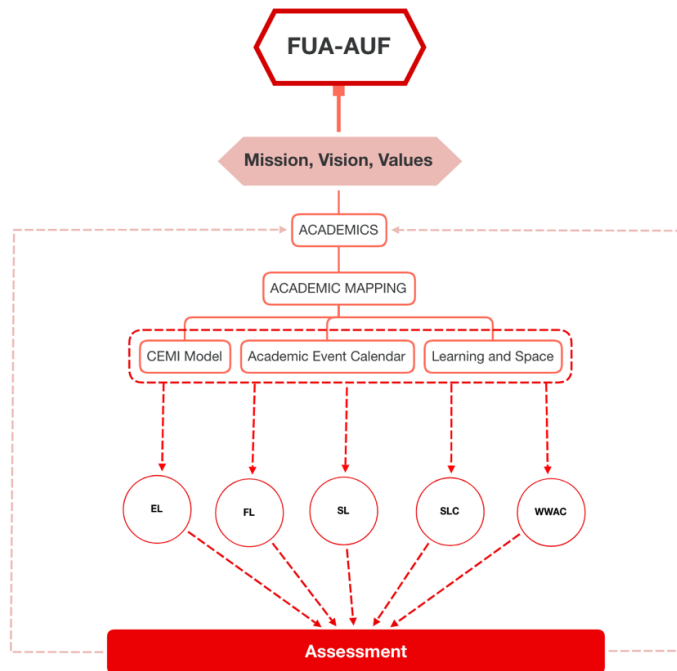
### THE FUA-AUF EDUCATIONAL MODEL: *COMMUNITY ENGAGEMENT, CULTURAL INTEGRATION, EXPERIENTIAL LEARNING IN INTERNATIONAL EDUCATION*

FUA-AUF has created an educational model based on the three main endeavors of its mission: cultural integration, community engagement, and experiential learning. The model has been specifically developed and tailored to address the learning needs of students in international contexts through the simultaneous acquisition of knowledge and competence. Its unique and singular approach to merging culture, community, and the classroom is made possible by the institution's academic methodologies and campus facilities.

The model can be summarized by the following principles:

- The institutional **mission, vision, and values** are referenced by the **academic system** in all operations related to how courses are planned, developed, implemented, delivered, and assessed.
- A key strategy is **academic mapping** for shaping and reviewing the curriculum of all departments as to define clear objectives and outcomes.
- Academic mapping allows for the development of unique **learning resources** such as FUA-AUF's CEMI model (community projects), Academic Event Calendar (course projects open to the community), and approach to learning spaces (regarding FUA-AUF facilities).
- The above resources are practiced through specific **learning tools** for courses as listed below:
  - Experiential Learning (EL)
  - Field Learning (FL)
  - Service Learning (SL)
  - Studies with a Language Component (SLC)
  - Walks Without a Classroom (WWAC)
- The results of FUA-AUF's academic strategies, resources, and tools are constantly measured through the assessment and evaluation system, which informs the overall academic system of progress and areas to improve.

The following graphic illustrates how the model is structured:



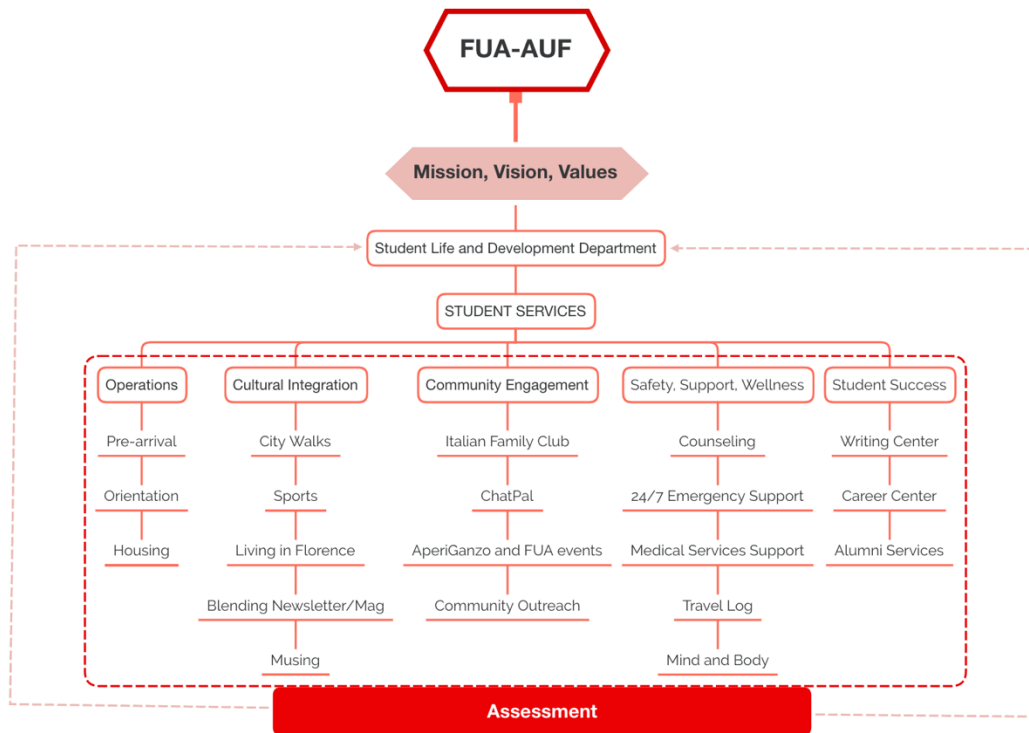
The model can be operated in any university in the world by applying the model’s guidelines according to a careful examination of the institution’s resources, local culture, and community network. A support system must be given to the academic structure in order to facilitate students’ cultural integration in the community.

The Student Life and Development Department (SLD) has the mission of offering opportunities for personal enrichment whether on campus or in the Florentine community. The department is dedicated to all areas of student life by providing numerous resources, extracurricular activities, and overall support for the duration of study in Florence.

Students may reach out to the SLD for:

- Faculty support: Faculty members provide support for students inside and outside of the classrooms for one-on-one advising via email or on campus.
- Extracurricular Activities
- Counseling: In addition to academic advising, the institutional staff includes a certified counselor for appointments related to issues and/or needs regarding mental health, cultural shock, and overall adjustment. A trusted network of external counseling and psychotherapy professionals is also available upon request and through a guided referral system.
- Writing Center: The Student Life and Development department provides writing center services and coaching for requests pertaining to academic writing and project management.
- Alumni and Career Advising Services
- Health and Safety and Emergency Assistance: FUA-AUF’s Student Life and Development Department aims to make the study abroad experience as positive and memorable as possible.
- Housing: FUA-AUF assists students in finding accommodation during their stay in Florence to facilitate their study abroad experience. Students may also choose to secure housing independently.

SLD services and activities and how they support the institutional mission can be visualized as follows:



In the same manner as the academic model illustrated in the previous page, all student services are constantly measured through the assessment and evaluation system to monitor progress and highlight areas to improve.

*All costs are net and valid for 2022-23 Academic Year. Tuition updates are provided on a yearly basis.*

**TUITION COSTS PER CREDIT: ON CAMPUS**

UNDER 5 credits	6-11 credits	12-29 credits
\$ 550	\$ 500	\$ 400

*Please note for Field Learning Programs: FL programs are calculated according to the academic credit load + Field Learning residency costs (see next page)*

**ICONIC FLORENCE TUITION COST PER COURSE: REMOTE LEARNING**

\$1000 per 3-credit course or SPEL/Internship placement

**NON-CREDIT EXPERIENTIAL LEARNING/INTERNSHIP PROGRAMS**

	3-9 weeks	+10 weeks
Italian Language	\$215 per week	\$ 175 per week
SPEL/Internship	\$ 175 per week	\$ 115 per week

Please note that the above costs also include:

- Free access to gym and gym classes
- Internet access and Wi-Fi at all FUA-AUF facilities
- Pick-up from Florence Airport (Upon arrival ONLY, group flights ONLY. Individual pick-ups available at extra charge)
- On-site advisor

The following costs are not included above:

- Location of learning change requests (€100.00 processing fee per change, on-campus to remote / remote to on-campus)
- Housing security deposit (\$ 300.00 refundable, for complete details please refer to the housing regulations)
- Books and additional course fees (Books are available for consultation at the FUA-AUF library)

## HOUSING AND FIELD LEARNING RESIDENCY COSTS

**Costs include:** Application Fee, Student Services Fee, Library Fee, Payment Processing Fee

**Costs do not include:** Housing security deposit (\$ 300.00 refundable. For complete details please refer to the housing regulations.)

### Apartment stay

**Included meal plan:** Partial meal plan of 5 units per week

**Single Supplement:** \$70 per week

	1-4 weeks	5-9 weeks	+10 weeks
Apartment	\$310	\$270	\$250

### Family Stay and Field Learning Residency

**Included meal plan:** Breakfast and dinner Mon-Thurs for family stays, breakfast and one meal per day for 1 and 3-week Field Learning programs.

**Single Supplement:** \$70 per week. Please note: multiple occupancy rooms are not always available for family stays, single occupancy rooms are not available for field learning programs.

	1-4 weeks	5-9 weeks	+10 weeks
Family Stay/Field Learning	\$430	\$390	\$350

Please note:

If the Cultural Intro Week participation takes place after arrival in Florence, housing in the invoice will reflect \$65 per night of additional housing in Florence + \$220 per night of hotel stay and train ticket cost. See academic calendar dates.

Program examples include but are not limited to:

- 15w Semester classes start in Florence and Cultural Intro Week is selected for Intersession Week II
- 4w Jan/Aug Session that ends with the Cultural Intro Week
- Summer I followed by the Summer II Civilizations 3w FL course

### Housing Assignments:

In order to reserve student housing assignments and indicate housing preferences, it is necessary to complete the program application and pay the housing deposit by the indicated deadline. FUA-AUF will make every effort to secure first housing choices (multiple/single-occupancy rooms). Please note that depending on the volume of applications received, it may be necessary to assign an option different from the one chosen according to availability. Assignment confirmations will be emailed after FUA-AUF housing planning for the term has been finalized. All housing options will be charged at their original rate. Students with disabilities, health needs, and non-traditional or other special support requirements will be prioritized and considered on a case-by-case basis.

### How to calculate housing and field learning residency costs:

Semesters:

- Fall/spring semester apartment stay: +10w apartment cost X # of program weeks including check-in/orientation week (takes place the week prior to class). Includes meal units equal to # of weeks X 5.
- Fall/spring semester family stay: +10w family stay cost X # of program weeks including check-in/orientation week (takes place the week prior to class).
- Pre-semester 1w FL course + fall/spring semester apartment stay: [1-4w FL residency cost X 1w] + [+10w apartment cost X # of program weeks *not* including check-in/orientation week]. Includes meal units equal to # of Florence weeks X 5.

- Pre-semester 1w FL course + fall/spring semester family stay: +10 family/FL cost X # of program weeks including check-in/orientation week. Same cost category for both.

### Quarters/Intensive Sessions

- Cost per week in apartment or family stay X number of session weeks. Summer sessions 3-6-9-12 weeks of length, fall/spring 3-4-7-8-11-12 weeks of length due to 1-week intersessions between 3-week intensive sessions.
- Pre-session 1/3w FL course + intensive session apartment stay: [1-4w FL residency cost X one or 3w] + [apartment cost per week X number of weeks]
- Pre-session 1/3w FL course + intensive session family stay: [[FL weeks + Florence weeks] X corresponding family/FL cost]. Same cost category for both.

## **PAYMENT AND CANCELLATION SCHEDULES**

**Deadline extensions for payment and cancellation, for NJCU students fulfilling program payments, are applicable to the 2022-23 AY as follows.**

Standard deadlines	Until and including Summer 2023
Payment	
50% deposit at registration 50% balance 2 weeks pre-arrival	Same
If cancellation* is communicated	
Tuition: 30+ days before arrival, 30% penalty 30-7 days before arrival 50% penalty Less than 7 days before arrival 100% penalty  Housing: 40+ days before arrival, 30% penalty Less than 40 days before arrival, 100% penalty	Tuition: 15-7 days before arrival, 50% penalty Less than 7 days before arrival, 100%  Housing/FL residency: Less than 20 days before arrival, 100% penalty

\*Please note: Cancellation policies refer to the start and end dates (program arrival and check-out dates as per the FUA-AUF Academic Calendar) that define the entire program duration of an enrollment and any associated academic sessions it may include. If a student enrollment is composed of multiple sessions, the duration of the program is considered as the sum of all sessions.

### **Late Cancellation Policy**

*What is meant by late cancellation?*

Late cancellation is intended when written notice is received by FUA-AUF after the designated deadline for withdrawal when a cost penalty applies.

*What is FUA's procedure for late cancellation requests?*

Late cancellation appeals must be promptly submitted by email to [admissions@fua.it](mailto:admissions@fua.it) along with the following documentation:

- Student's appeal letter
- Dean/Director of International office support letter
- Medical certification proving the student's inability to attend the program (a scanned version is sufficient)

The Executive Committee at FUA-AUF will examine the documentation and provide notice within 2 weeks after the cancellation notice is received in writing.

If the appeal is accepted, the refund will be comprised of recuperable expenses related to the program cost. Any other additional fees or expenses will not be reimbursed.

Tuition costs and any other costs in this agreement are solely for the program(s) described in this contract and are meant to be exclusively referred to the agreement partner.

Tuition costs agreements are confidential between FUA-AUF and NJCU. Contract disclosure to other non-affiliated or affiliated universities, third-party providers or individuals will constitute immediate termination of the agreement between FUA-AUF and NJCU and published tuition costs will be applied.

**For FUA-AUF  
(in the name and on behalf of all its institutions):**

President

Gabriella Ganugi

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

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

**For New Jersey City University**

(title) \_\_\_\_\_

(name, last name) \_\_\_\_\_

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

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

Both parties hereto warrant and declare that they have full right, power, and authority to execute this agreement on the date signed.