



**University  
of Victoria**



**UNIVERSIDAD DE  
SAN BUENAVENTURA  
COLOMBIA**

**CV1325-20**

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## **Memorandum of Understanding**

between

**UNIVERSITY OF VICTORIA**

Division of Continuing Studies, English Language Centre  
CANADA

and

**UNIVERSIDAD DE SAN BUENAVENTURA**

COLOMBIA

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**CONTINUING  
STUDIES @UVIC**

**ENGLISH  
LANGUAGE  
CENTRE @UVIC**

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**THIS AGREEMENT** made as of November, 8, 2019 between **UNIVERSITY OF VICTORIA**, as represented by its Division of Continuing Studies, 3800 Finnerty Road, P.O. Box 1700 STN CSC, Victoria, B.C. V8W 2Y2 ("UVic"), and **UNIVERSIDAD DE SAN BUENAVENTURA**, represented by its General Rector **Friar Efrén Parmenio Ortíz Ortíz**, Carrera 9 No.123-76, Oficina 602-603, Bogotá, Colombia ("USB") (UVic and USB are individually a "Party" and jointly the "Parties") WITNESSES THAT the Parties agree as follows:

#### **Purpose**

1. The Parties enter into this Agreement for the purpose of UVic providing English as an Additional Language programs to students, teachers and staff of USB (the "Participants") through its English Language Centre (ELC) department.

#### **Term**

2. This Agreement is effective on signature of both Parties and shall continue until terminated by either Party or for a period of two (2) years (the "Term").
3. A minimum of three (3) months' written notice is required from either party to revise, renew or terminate the agreement.
4. In the event of termination, all commitments to Participants already registered in a Program will be honoured.

#### **UVic Obligations**

5. UVic will:
  - a. Offer English as an Additional Language programs as outlined in Schedule A below.
  - b. Make every effort to provide USB with promotional materials for its Programs including web links, posters and brochures for distribution to potential participants;
  - c. With the prior authorization of the student, provide USB with the student's grades.
  - d. Provide students with a UVic Identification Card allowing access to the UVic library, computer labs, gym etc. (see Schedule B).
  - e. Provide a mandatory Student Services package which includes health insurance for the duration of the program, a local bus pass, and access to UVic's CARSA gym.
  - f. For the Term of this Agreement, offer Participants a 20% discount off the regular price Tuition Fee for the **English Language Centre Programs** chosen by the Participant in cases of direct registration through USB only. This tuition discount will be maintained and/or extended for the duration of the participant's studies at the UVic English Language Centre. To see program fees, visit: <https://continuingstudies.uvic.ca/elc/programs/fees-dates>
  - g. Charge a cancellation fee of \$800 CAD per registered student who decides not to attend the program after having registered and no refund after the program has started. To review UVic's refund policy, go to: <https://continuingstudies.uvic.ca/elc/how-to-apply/policies>

## Partner University Obligations

6. USB will:
  - a. Promote the courses, programs and discounts offered by UVic to students, teachers and staff at all its units and campuses;
  - b. Attest to the Participants' affiliation with the Institution as of the date of Participants' registration with UVic;
  - c. Act solely as a facilitator for the purposes of implementing this Agreement and assumes no obligation for Participants' actions, behaviour or financial commitments.
  - d. Support students in their admissions processes to the ELC programs offered by UVic, following the normal application procedures and meeting all the standard admission requirements established by the UVic English Language Centre.
  - e. Ensure that participants satisfy the English Language Centre's minimum language requirement as a prerequisite for application, by completing the online English test with a passing score of at least 85%: [www.uvic.ca/elc/testing](http://www.uvic.ca/elc/testing)

## Participants' Obligations

7. Participants will:
  - a. Be 18 years old or older by the start date of the Program;
  - b. Meet Canadian Visa Requirements;
  - c. Read, understand and follow all applicable guidelines and application deadlines;
  - d. Buy the medical insurance for the duration of the program through the mandatory 'Student Services' fee applied to registration in all ELC programs
  - e. Be responsible for payment of Tuition & Activities Fee and other student compulsory fees directly to UVic;
  - f. Abide by all applicable UVic policies and the laws of Canada and the Province of British Columbia.
  - g. Be responsible for all travel arrangements to arrive in Victoria, BC on the day before the program begins;

## Notices

8. All notices provided for in this Agreement shall be in writing and shall be delivered to the parties at the following address unless changed in writing

### For UVic:

Department: English Language Centre, Division of Continuing Studies

Name: Mr. Si Heng Tang - Manager, International Marketing and Student Recruitment

Telephone: +1 (250) 721-8469

E-mail: [elcinfo@uvic.ca](mailto:elcinfo@uvic.ca)

Address: PO Box 1700, STN CSC, Victoria, BC, V8W 2Y2, Canada

### For USB:

Department: Interinstitutional Relations Office

Name/Position: Lissette Olave, Chief of Interinstitutional Relations

Telephone: +57-1-6671090 ext.4181

Email: [jefe.ori@usbbog.edu.co](mailto:jefe.ori@usbbog.edu.co)


Address: Carrera 8H No. 172-20

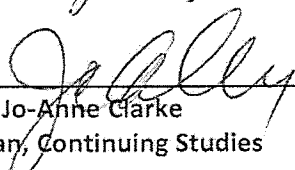
General

9. This Agreement is the entire agreement between the Parties with respect to its subject matter. This Agreement cannot be delegated or assigned by either Party without the prior written consent of the other, shall be governed by and construed according to the laws of British Columbia and shall endure to the benefit of and be binding upon the successors and the permitted assigns of the Parties. No variation or modification of this Agreement and no waiver of its provisions or conditions shall be valid unless in writing and signed by a duly authorized signatory for each Party. This Agreement may be signed by in separate counterparts, which may be transmitted by electronic mail or facsimile, and each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one instrument. The headings and section numbers in this Agreement are included for convenience of reference only and shall not affect its interpretation or meaning.

This Agreement has been executed on behalf of each of the Parties by the authorized signatories indicated below.


UNIVERSITY OF VICTORIA  
by its Authorized Signatories

  
\_\_\_\_\_  
Dr. Jacqueline Prowse  
Director, English Language Centre  
Date: Jun 3, 2020

  
\_\_\_\_\_  
Dr. Jo-Anne Clarke  
Dean, Continuing Studies

Date: Jun 14, 2020

UNIVERSIDAD DE SAN BUENAVENTURA  
by its Authorized Signatories

  
\_\_\_\_\_  
Friar Efrén Parmenio Ortíz Ortíz, O.F.M.  
General Rector  
Date: 24-07-2020

  
\_\_\_\_\_  
Friar Pierre Guillén Ramírez, O.F.M.  
General Secretary

Date: 24.1.2020

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## SCHEDULE "A"

### ENGLISH AS AN ADDITIONAL LANGUAGE PROGRAM INFORMATION

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The UVic English Language Centre (ELC) delivers intensive programs offering English language instruction.

- For a complete list of ELC programs, visit: <https://continuingstudies.uvic.ca/elc/Programs>
- For ELC program dates, visit: <https://continuingstudies.uvic.ca/elc/programs/fees-dates>

The English Language Centre provides a supportive and stimulating learning environment for international students. Students in full time programs will attend between 20-22 hours per week of formal English language classes. This program of study includes comprehensive English language instruction and communication skills development, under the guidance of experienced English language instructors.

Our programs include the four skill areas: speaking, listening, reading and writing. Opportunities for practice, interaction, feedback and cross-cultural understanding are purposefully structured throughout the programs. Student input is an integral component of these programs. Outside of classes, the ELC coordinates a broad range of socio-cultural activities designed to allow students to practice their English skills and to learn more about Canadian culture.

All classroom instruction is delivered at the University of Victoria. Students receive a University of Victoria Identification Card, which provides them access to the services and facilities available at the University, including the library, computer facilities, and language labs. A list of these services and facilities are enclosed as "Schedule B". Students receive an orientation to these facilities which are an integral part of the English language program.

#### *Program Objectives*

Participants will:

- Develop their knowledge, skills, competence, and confidence to communicate effectively in English for personal and professional purposes.
- Develop and reinforce their accuracy and fluency in listening, speaking, reading, and writing
- Participate in cultural activities that will introduce them to the University, the city of Victoria, and the local community.

#### *English Language Requirements*

ELC programs are open to all qualifying students who are 18 years of age or older.

Students participating in this program must have a minimum proficiency level of English in order to be successful. Students uncertain of their level should try the self-test on our website at: [www.uvic.ca/elc/testing](http://www.uvic.ca/elc/testing)

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### ACCOMMODATION: HOMESTAY

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Students attending the following programs will be offered homestay accommodation, living with a Canadian host family in a comfortable and safe home located on convenient bus routes to the University of Victoria.

- 12-Week Intensive English (ELPI)
- ELPI – Summer (July-August)
- Monthly English (September – April)
- English for Professional Communication (June)
- Summer Language and Culture (June only)

Homestay provides an excellent opportunity for students to improve their English and experience Canadian living. Students will be matched with Canadian hosts who have been selected carefully for their ability to provide a safe, comfortable, and friendly home. Homestay accommodation includes three (3) meals per day, as well as a private room with a bed, desk and other amenities. There will be a limit of three international students per home.

Host families will introduce each student to their new neighbourhood and assist with any questions or concerns that may arise during their stay.

Students will participate in a Homestay Orientation session during the first week of their program. This Orientation will introduce students to the Homestay Staff and Program. The students will receive information and skills to help them maximize their home placement experience.

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### ACCOMMODATION: UVIC DORMITORIES

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Students attending the following programs will be offered accommodation in the UVic dormitories, located on campus at the University of Victoria.

- Summer Language and Culture (July and August only)
- Foundations in Business English (July and August)
- University Admission Preparation and Canadian Studies (August)

Living on campus is a convenient accommodation option which includes:

- a single room with a bed, desk, dresser, mirror, linens and free Internet access
- a cafeteria meal plan (two or three meals per day = \$25/day)
- support of Cultural Assistant staff living in the dormitory
- extra evening and weekend activities guided by Cultural Assistants
- 24-hours support of UVic Housing Office and Campus Security for assistance and emergencies

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## ARRIVAL & DEPARTURE

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Students living in homestay accommodation will be met at the Victoria International Airport (YYJ) by their host families, as well as staff of the University of Victoria English Language Centre. Students should arrive between 8:00am and 10:00pm on the arrival date and depart on the scheduled departure day of their program. Alternate arrangements must be made for arrival and departures outside of these times and additional fees will occur. At the end of the program, host families will transfer the students to the Victoria International Airport.

In cases where the students arrive by bus and ferry from Vancouver, they will be met and dropped off by host families and ELC staff at the University of Victoria (Parking Lot #5).

Students living in dormitory accommodation will be met at the Victoria International Airport (YYJ) by ELC Cultural Assistant staff between 8am – 8pm on the program arrival day. They will be directed to airport shuttle transportation to the UVic dormitories.

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## CERTIFICATE AND ASSESSMENT

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### *Assessment and Evaluation:*

- Each participant's entry-level language skills will be assessed at the beginning of the program.
- Participants will receive regular, continuous assessment in the form of evaluative comments and informal testing and assignments from the course instructor(s) throughout the program.
- All participants who successfully complete the program will receive a certificate and report card. (The certificate and evaluation do not constitute credit for the University of Victoria.)

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## MEDICAL INSURANCE

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Medical insurance is mandatory for all international students enrolled in programs at the University of Victoria, and is included as part of the "Student Services Fee" applied to all ELC program applications. This coverage is provided by "guard.me", with full coverage details available at: <https://www.guard.me/uvcs>

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## REGISTRATION FEES & TUITION

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Tuition fees for ELC programs vary depending on the program. For a full list of program fees, visit: <https://continuingstudies.uvic.ca/elc/programs/fees-dates>

Registration fees for all ELC programs are due once the participant has received their Canadian visa.

- Program application fee: \$150
- Homestay placement fee: \$300 (if applicable)
- Program deposit: \$350 (part of the tuition, not an additional fee)

Accommodation and meals:

- Homestay: \$950/ month
- Dormitory: \$1330 (3-week program); \$1755 (4-week program); \$2325 (6-week program)  
*Please note: Dormitory fees are set by the UVic Housing Office and subject to change without notice.*

Program fees include:

1. Full tuition
2. Comprehensive medical insurance, monthly bus pass, Access to UVic athletic facilities (CARSA) and students clubs/organizations through payment of the "Student Services Fee"
3. English language placement tests and assessments
4. Accommodation with a Canadian host family or in UVic Dormitories
5. 3 meals per day
6. For homestay students - Pick up and drop off by host families at the Victoria International Airport
7. Certificate of participation and evaluation
8. Final lunch banquet
9. University of Victoria Identification Card

Program fees do NOT include:

1. Transportation to and from Canada
2. Transportation from Vancouver International Airport (YVR) to the University of Victoria.
3. Personal expenses.
4. Custodianship fees (for students younger than 19 years of age)
5. Airport transfers from the Victoria airport to Uvic campus for dormitory students. (\$65 return trip)
6. Any optional excursions.

#### **Payment of Fees**

Full payment of program fees is required 5 weeks before the program start date.

A non-refundable deposit (\$800 per student) will be required for any student who cancels the program after registration. Any reduction of this fee will be at the sole discretion of the ELC Director and will require official documentation such as a medical note, proof of visa refusal, etc.



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## SCHEDULE B

### UNIVERSITY OF VICTORIA RESOURCES AND FACILITIES

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#### **University of Victoria Identification Cards**

All participants in the English Language Program will receive a University of Victoria Identification Card. This card functions as a bus pass and allows participants full access to the following academic and recreational facilities:

#### **Libraries**

Participants will have full borrowing privileges at the McPherson Library, which contains over 1.3 million volumes and 1.2 million sound recordings for research and personal enjoyment. Participants will receive an orientation to the library to learn the borrowing procedures and how to locate library materials.

#### **Language Lab and the Computer Assisted Language Learning (CALL) Centre**

The Computer Assisted Language Learning (CALL) Centre can be used for independent study or to complete homework assignments. This facility is exclusively for the use of language learners and is one of the most advanced language instruction networks in North America, with satellite connections and up-to-date computer facilities to assist with language learning.

#### **Computer Labs**

PC and Macintosh computers are available for student use to complete course work and assignments. Participants will be required to present their University Identification Card to gain access to these labs.

#### **UVic Centre for Athletics, Recreation and Special Abilities (CARSA)**

This world-class facility includes a performance gym, a huge multipurpose fieldhouse, a two-level fitness **weight training** area, a Peninsula Co-op **Climbing Centre**, dance space, dedicated TRX and spin classrooms, yoga studios, **squash and racquetball courts**, a rowing ergometer centre, a sports injury clinic and a snack bar/refreshment facilities.

#### **UVic Bookstore and Campus Shop**

The University Bookstore and Campus Shop provides textbooks, general interest books, and school supplies, as well as University of Victoria clothing, stationery, drugstore items, souvenirs, and many other useful products.

#### **University Health Services**

All participants attending the University of Victoria are required to have the University's Guard Me medical insurance for the duration of their study program.