

## AGREEMENT

This agreement is entered into and effective as of the last date in the signature section below by and between the Fundación para el Futuro de Colombia COLFUTURO and the Board of Directors of INTO UNIVERSITY PARTNERSHIPS on behalf of the INTO- General English Program.

Whereas, INTO offers intensive English language programs to individuals who meet certain minimum program guidelines;

Whereas COLFUTURO would like to send students to the universities of East Anglia, Manchester and Glasgow Caledonian in the United Kingdom and Oregon State University in the United States to participate in intensive General English programs throughout the academic year;

Whereas INTO would like to offer a General English program to students from COLFUTURO on the terms indicated below;

NOW THEREFORE, in consideration of the mutual covenants and promises herein, INTO and COLFUTURO agree as follows:

1. General English Program: INTO agrees to provide the following services to students from COLFUTURO, provided that such students meet the requirements for acceptance into its ESL program.
  - a. A weekly total of 20 hours of intensive English classroom instruction, Monday through Friday delivered in increments of four week sessions (one month);
  - b. Three hours of GE on-line proficiency testing at the beginning of the program, to place the students in the appropriate class: listening, reading, writing or immersion.
  - c. An attendance certificate at the end of the program, with a minimum of 85% attendance

### 2. Statement of Capability

INTO's mission is to build better university futures by developing long-term joint ventures that deliver greater numbers of high quality international students into the UK higher education system. Within the first year from our launch in February 2006, we were delighted to establish partnerships with Newcastle University and University of Exeter in addition to our launch partner, University of East Anglia, and now delighted to add: Manchester University, Glasgow Caledonian University, Queen Belfast University, and Oregon State University. Each joint venture is unique, designed to build resource and capacity, extend marketing reach and create new facilities as needed.

Common to all INTO partnerships is the university's control of standards, the protection of staff conditions and career opportunities. In addition to the university staff who have

transferred to our centres, we have created over 117 new jobs. Our INTO Centre staff and in-market teams have performed exceptionally well to help create our successful first year of operation.

We look forward to engaging with institutions committed to strengthening their presence in international markets.

3. The English Language Program (please include a brief description of each program)

- i. Study Abroad with English: INTO Study Abroad with English offers a long-term course that combines English language study with the chance to follow undergraduate or INTO academic course modules. The course can be customised for different levels of English and specific academic interests.
- ii. English for Undergraduate Study: INTO English for Undergraduate Study is a year round course of intensive English language study, which prepares you for academic study at a UK university. This course is suitable for students at different language levels.
- iii. English for postgraduate study: INTO English for Postgraduate Study is a year round course of intensive English language study, which prepares you for Masters and Postgraduate studies.
- iv. Pre-sessional English : This is an intensive course held over the summer designed for academically qualified students wishing to start undergraduate or postgraduate courses in September. It aims to help you adapt to the different academic expectations and requirements of University study in the UK. Experience has shown that the Pre-sessional English course equips students with the skills needed for success in their chosen studies.
- v. General English : General English allows you to improve your English skills, really develop your skills and knowledge, as well as gain an insight into British life and culture. The General English course is designed to improve your English in the key skills areas for everyday needs. The course covers speaking, reading, listening and writing, as well as grammar, vocabulary, pronunciation and colloquial English.

4. Support services

- i. Prior to the students arrival Pre-departure guide: Once the has accepted our offer, you will receive a pre-departure guide containing practical and useful information which will assist the student in preparing to travel to the UK, The guide also includes the emergency telephone number and information to help the student to adapt to living and studying in another culture.

\* Bedding packs containing a single bed quilt, one quilt cover, one pillow, one pillow case and one fitted sheet will be provided on arrival to all INTO students for £20

• daily travel cost to and from INTO University of East Anglia.

Homestay accommodation fees include:

- single study bedroom
- two meals, seven days per week
- a reasonable amount of weekly laundry.

Homestay accommodation fees do not include:

• daily travel costs to and from INTO University of East Anglia.

Accommodation bookings normally start on the Saturday immediately before the start of the course and finish on the Saturday immediately after the end of the course.

- viii. Uniplan Insurance for international students:  
Full medical and travel insurance is mandatory for all INTO University students, therefore Uniplan Insurance will automatically be added to course fees unless proof of suitable alternative cover is provided.
- ix. Policies and guidelines: This agreement is subject to the terms and conditions set out in our published Terms and Conditions set up in the website and in our brochures, unless is clearly stated in the above agreement.
- x. Costs

COLFUTURO students will be given a 30% discount on the gross prices offered to regular international students. Such discount shall be published in the program cost sheet and updated each academic year. COLFUTURO shall decide whether to translate the discount in full or partially to the students as well as reserve it as a tuition scholarship for future students it has previously selected.

Course fees include:

- tuition fees
- class handouts
- 24 hour emergency phone number.

**Course fees do not include:**

- Uniplan insurance
- accommodation fees

- ii. INTO Customer relations team: Once the student has applied to the Centre, our team of experienced customer relations advisors will ensure that the application is processed swiftly and that you he/she receives the correct documents, to apply for the student visa for entry into the UK.
- iii. Airport-pick up : We offer an airport pick-up service from Heathrow, Gatwick, or any other airport near to the centres, to your accommodation, at a small additional charge.
- iv. Orientation Sessions :On arrival, a comprehensive orientation programme is provided. The student will take an English language placement test, We will also give a tour of the University campus well as an introduction to the city centre
- v. University life : INTO will issue each COLFUTURO student an e-mail account and identification card. Students have full access to all campus facilities such as libraries, sports, center, health center, computer labs and transportation system.
- vi. Our student services team: Based at the Centre, Student Services are looking forward to meeting you and are dedicated to supporting our students throughout their studies. Student Services offer a range of support services designed to meet the specific needs of international students. When the student first arrive at the Centre, Student Services will help him to settle in to student life .
- vii. Accommodation fees: INTO Centre fees include:
  - meal plan (in East Anglia Only)
  - en-suite single study bedrooms
  - shared kitchen
  - electricity, heating and water
  - full student support from Student services staff and resident wardens
  - use of bed linen
  - weekly change of bed linen
  - cooking utensils
  - internet access.

***University accommodation fees do not include the following, all of which are available on campus or in some of the residence halls:***

- meals (for The University of Manchester, Glasgow Caledonian University and Oregon State University)
- laundry
- bedding\*, towels, cooking utensils

- airport pick-up
- text books
- external examination fees
- INTO social programme

#### xi. Program Payment

COLFUTURO will collect the program costs from students and transfer the funds directly to INTO as a way to assist students in their application process. This assistance has no charge for students for it is understood that COLFUTURO translates all the benefits of this agreement directly to its students and does not finance language programs. Students will pay all program costs in full prior to their arrival to the chosen university.

Anticipated costs for tuition, fees, accommodation, meals, insurance and other direct costs will be detailed in the program cost sheet, agreed to by COLFUTURO and INTO in advance of the arrival of each group of students. INTO will invoice COLFUTURO for such amounts and COLFUTURO shall make payment within 30 days after receipt of such invoice. COLFUTURO students will be responsible for any other costs including extra curricular activities, personal expenses and meals not included in the plan.

#### xii. Tuition scholarships

INTO will grant a full tuition scholarship per each 10 students enrolled in the regular terms of this agreement. Scholarships would be used for COLFUTURO's Program for Recruitment of Regional Talent (focused on excellent students coming from distant regions of Colombia), outstanding students with financial needs, COLFUTURO employees, and possible commercial contacts (teachers, companies' executives) who can work as promoters of INTO programs.

#### 5. Contact information:

The program coordinators and contact information for COLFUTURO and INTO are as follows:

COLFUTURO  
 Claudia Palacios Ávila  
 English Program Coordinator  
 Cra 15 # 37-15  
 Bogotá - Colombia

Tel (571)3405394 ext 123  
 Fax (571)2872630  
[claudia.palacios@colfuturo.com.co](mailto:claudia.palacios@colfuturo.com.co)  
[www.colfuturo.org](http://www.colfuturo.org)

INTO University Partnerships  
 Carmen Atkinson  
 Regional Director Americas  
 3 Bayshill Lodge Montpellier St.  
 Cheltenham GL50 1SY  
 UK

Tel/Fax: (44) 1242 238641  
[carmenatkinson@gmail.com](mailto:carmenatkinson@gmail.com)  
<http://into.uk.com/>

## 6. Application process:

A step-by-step guide to making your application process:

### Step 1

Send the completed application package, including supporting documents, to your representative or to:

INTO University Admissions  
4th Floor, 100 Queens Road  
Brighton BN1 3YB  
United Kingdom  
Fax +44 (0)1273 328595 or +44 (0)1273 329746  
Email: [admissions@into.uk.com](mailto:admissions@into.uk.com)  
Email: [marcela.ortiz@into.uk.com](mailto:marcela.ortiz@into.uk.com)

For English language courses the application package must include:

- completed application form, signed by the student
  - copy(ies) of relevant academic certificate(s), English language certificates and/or INTO Oxford Placement Test and Written exam together with transcript(s) in English, or a certified English translation.\*
- The INTO Admissions office will process only complete applications.

### Step 2

If the application is successful, you will receive:

- an offer of a place indicating the course of study offered
- if applicable, confirmation of accommodation requested
- an acceptance form
- confirmed course dates

### Step 3

To confirm your place at INTO University you should then sign and return the acceptance form and send it together with:

- COLCFUTURO letter of financial support.
- EITHER the Uniplan insurance fee (you must already have completed and sent the online application form as described in your offer letter), OR evidence of an alternative accident and medical insurance policy. Once the letter from Colfuturo has been received you will be issued with documentation to support the UK student visa application:
- confirmation of enrolment letter
- visa support letter
- Uniplan Insurance policy document (where applicable)

By INTO UNIVERSITY PARTNERSHIPS

.....  
Signature

Carmen Atkinson  
.....

Name in print

Regional Director Americas  
.....

Title

Date:

- an invoice
- statement
- English language level letter (if applicable).

Step 4

You should obtain your visa, pay the fee balance and give your flight details and/or arrival dates to the INTO Admissions office.

Step 5

Once the INTO Admissions office has received payment, you will receive confirmation of accommodation details, airport pick-up arrangements and a pre-departure guide.

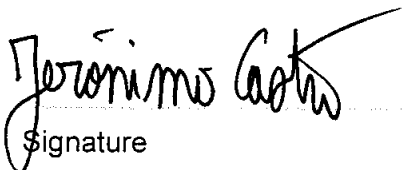
Please note that your accommodation is not guaranteed until INTO has received full payment of all fees. Payment of deposit, tuition and accommodation fees INTO recommends that the payment of all fees is made in pounds sterling via Telegraphic Transfer (TT) and marked with the student's reference number, shown on their Confirmation of Enrolment document and offer letter, and the student's name as shown on their passport. Full fees must be paid prior to the commencement of the course.

7. Term of agreement:

This Agreement shall become effective as of the date signed by both parties, and the initial term shall be for one year from the effective date. Thereafter, the agreement shall automatically renew on an annual basis unless terminated in writing by either party, which shall be effective upon receipt of such notice by the non-terminating party. In the event of termination, the parties will allow COLFUTURO students who are already present on INTO's campuses to complete their ESL program pursuant to the terms of this Agreement and will provide them all standard services.

Agreed and signed:

By COLFUTURO

  
Signature

Jerónimo Castro Jaramillo

Name in print

Executive Director

Title



APPENDIX

8. COLFUTURO General English Program cost sheets:

The tables below outline the fee structure offered to COLFUTURO by INTO for the General English Program:

All fees in GBP

<b>INTO THE UNIVERSITY OF MANCHESTER</b>	<b>12 WEEKS</b>	<b>24 WEEKS</b>	<b>36 WEEKS</b>
<b>COSTS*</b>	<b>GBP</b>	<b>GBP</b>	<b>GBP</b>
Tuition	2016	2856	4082
Room	1344	3136	4592
Meal plan	380	768	1152
Insurance	77	133	226
Airport pick-up	25	25	25
<b>TOTAL COSTS</b>	<b>GBP\$ 3.842</b>	<b>GBP\$ 6.918</b>	<b>GBP\$ 10.077</b>

<b>PAYMENT TO UNIVERSITY</b>	GBP\$ 3642	GBP\$ 6150	GBP\$8.925
<b>DIRECT SUTDENT COST</b>	380	768	1152
<b>TOTAL</b>	<b>GBP\$ 3.842</b>	<b>GBP\$6.918</b>	<b>GBP\$10.077</b>

<b>INTO THE UNIVERSITY OF EAST ANGLIA</b>	<b>12 WEEKS</b>	<b>24 WEEKS</b>	<b>36 WEEKS</b>
<b>COSTS*</b>	<b>GBP</b>	<b>GBP</b>	<b>GBP</b>
Tuition	2016	2856	4082
Room and meal plan	2100	4725	7000
Insurance	77	133	226
Airport pick-up	17	17	17
<b>TOTAL COSTS</b>	<b>GBP\$ 4.210</b>	<b>GBP\$ 7.731</b>	<b>GBP\$ 11.325</b>

<b>PAYMENT TO UNIVERSITY</b>	GBP\$ 4210	GBP\$ 7761	GBP\$11.325
<b>DIRECT SUTDENT COST</b>	380	768	1152
<b>TOTAL</b>	<b>GBP\$ 4.590</b>	<b>GBP\$8.499</b>	<b>GBP\$12.477</b>

<b>DIRECT SUTDENT COST</b>	<b><u>12 WEEKS</u></b>	<b><u>24 WEEKS</u></b>	<b><u>36 WEEKS</u></b>
<b>TOTAL</b>	<b><u>GBP</u></b>	<b><u>GBP</u></b>	<b><u>GBP</u></b>
Tuition	2016	2856	4082
Room	1104	2576	3772
Meal plan	380	768	1152
Insurance	77	133	226
Airport pick-up	35	35	35
<b>TOTAL COSTS</b>	<b>GBP\$ 3.612</b>	<b>GBP\$ 6.368</b>	<b>GBP\$ 9.267</b>

<b>PAYMENT TO UNIVERSITY</b>	<b>GBP\$ 3.232</b>	<b>GBP\$ 5.600</b>	<b>GBP\$ 8.115</b>
<b>DIRECT SUTDENT COST</b>	<b>380</b>	<b>768</b>	<b>1152</b>
<b>TOTAL</b>	<b>GBP\$ 3.612</b>	<b>GBP\$ 6.368</b>	<b>GBP\$ 9.267</b>

\* Tuition fees include 30% discount