

**COLLABORATIVE AGREEMENT**  
**BETWEEN**  
**FUNDACIÓN PARA EL FUTURO DE COLOMBIA**  
**AND**  
**THE UNIVERSITY OF OTTAWA**

The *Fundación para el Futuro de Colombia* (COLFUTURO) and the University of Ottawa share an interest in strengthening bilateral cooperation in the field of education between Colombia and Canada, promoting stronger ties between the two institutions to increase the administrative support and guidance available for English language studies of Colombian students.

The purpose of this agreement is to foster cooperation and enhance the links between the two institutions through the provision of shared administrative support for talented students admitted to the COLFUTURO Language Program (LP) at the Centre for Language Learning held at the University of Ottawa in Ottawa, Canada.

The mutual cooperation will operate as follows:

1. Colombian students interested in learning or improving their English language skills will seek admission to the COLFUTURO Language Program. Once students have been admitted and decided they would like to study at the Centre for Language Learning, COLFUTURO will support them in their admissions processes to the language program offered by the Centre for Language Learning, following the normal application procedures and meeting all the standard admission requirements established by the Centre for Language Learning. By applying for admissions at the Centre of Language Learning, the student agrees to abide by all rules and regulations found on the website (<https://olbi.uottawa.ca/cll/regulations>).
2. Students admitted to the Language Program of COLFUTURO are responsible for the attainment of financial resources to cover their programs. Students can withdraw from a language program and get a tuition refund (minus a \$500 CAD deposit) up to six business days from the start of the term.
3. COLFUTURO will receive the students' payments in three different instalments and then make the international wire of the total cost of their program (one payment in full) directly to the University of Ottawa account which will have been previously determined. COLFUTURO will pay on the students' behalf a minimum of two weeks before their programs have started. Some students may decide to pay other costs such as accommodation, meals plans, etc. directly to the university.
4. The Centre for Language Learning will invoice COLFUTURO directly for each of the students admitted. The invoices will be prepared separately for each individual student and will have a breakdown for every item.
5. The Centre for Language Learning will provide a partial scholarship of 30 percent (30%) in the value of tuition for any open enrolment English program at the Centre for Language Learning to every student sent by the Language Program of COLFUTURO. This benefit will be maintained and/or extended for the time the student decides to study at the Centre for Language Learning.

6. The Centre for Language Learning will offer a full tuition scholarship to any open enrolment English program for every 15 students referred by COLFUTURO in the previous conditions mentioned.
7. COLFUTURO will provide administrative support and guidance to the students with their admissions and visa processes. COLFUTURO will promote the Centre for Language Learning open enrolment English programs at the University of Ottawa and the benefits agreed to by this mutual cooperation.
8. Each institution will designate a coordinator to implement and monitor this agreement. In particular, the designated coordinators will be responsible for ensuring that:
  - a. The Centre for Language Learning and COLFUTURO provide prospective Colombian language program students with information on their programs of interest and guidance on how to apply to the Centre for Language Learning.
  - b. The Centre for Language Learning provides COLFUTURO with all the relevant promotional materials and brochures on the different English study programs offered by the Centre for Language Learning to encourage interest among prospective Colombian students.
  - c. The Centre for Language Learning provides all Colombian students admitted to their English language programs information on the Language Program of COLFUTURO and encourages these students to contact and submit an application to COLFUTURO.
  - d. COLFUTURO informs the Centre for Language Learning of successful candidates by sending a list of Colombian students admitted to the Language Program of COLFUTURO. Furthermore, COLFUTURO will inform the Centre for Language Learning if students decide to postpone or withdraw from any programs.
  - e. Both institutions have the obligation to inform the other party of any change in the designated coordinator or signatory in charge of this agreement.

The designated coordinators are:

For University of Ottawa:  
 Evan Lavoie  
 Manager  
 email: elavoie@uottawa.ca  
 Phone number: 1-613-240-3482

For COLFUTURO:  
 Laura Trujillo  
 Languages Program Director  
 e-mail: laura.trujillo@colfuturo.org  
 Phone number: (57)1 3405394 Ext. 123

Both institutions will promote the agreement to prospective Colombian English language students.

This agreement shall remain in force from the date of signature by the designated representatives of each party and may be reviewed or renegotiated at the request of either party. Either party may terminate the agreement by providing at least thirty days prior written notice to the other party.



Jeremie Seror  
 Director and Associate Dean  
 Official Languages and Bilingualism Institute  
 Date:

DocuSigned by:



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Jerónimo Castro Jaramillo  
 Executive Director,  
 COLFUTURO  
 Date: