MEMORANDUM OF UNDERSTANDING

Between
UNIVERSIDAD SAN FRANCISCO DE QUITO USFQ (“USFQ”)

And
BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA
BY AND ON BEHALF OF GEORGIA STATE UNIVERSITY AND ITS COLLEGE OF ARTS AND SCIENCES (“GSU COAS”)

For a
STUDY ABROAD PROGRAM

The following document serves as a Study Abroad Program agreement between USFQ and GSU COAS for the continued operation of a Customized Study Abroad Program at USFQ, Ecuador, in Spring 2018.

1. Program Title: Gender, Sexuality, and Postcoloniality in Contemporary Ecuador.
2. Program Length: The GSU COAS Customized Study Abroad Program at USFQ, Ecuador will take place from March 9 – March 17, 2018.
3. Courses: The program’s academic focus is women’s, gender, and sexuality studies in contemporary Ecuador. Three 2.5-hour classes (for a total of 9 GSU hours) will be taught by USFQ faculty and/or independent researchers. See Program Calendar below.
4. Program Calendar:

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Accommodations</th>
<th>Meals Included</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, March 9</td>
<td>1 bus transfer from Quito Airport to Hotel in Cumbayá</td>
<td>Hotel in Cumbayá</td>
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<tr>
<td>Saturday, March 10</td>
<td>Breakfast at Hotel</td>
<td>Hotel in Cumbayá</td>
<td>Breakfast, Lunch,</td>
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<td></td>
<td>AM Orientation USFQ Cumbayá Campus</td>
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<td></td>
<td>Welcome Lunch at Local Restaurant</td>
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<td></td>
<td>PM Visit Quito’s Historic Center</td>
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<tr>
<td>Sunday, March 11</td>
<td>Breakfast at Hotel</td>
<td>El Monte Lodge</td>
<td>Breakfast, Lunch, Dinner</td>
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<td></td>
<td>8:00 AM Travel to the Cloud Forest, visit Pululahua Reserve and Intiñan Museum (Middle of the World) en route</td>
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<tr>
<td>Date</td>
<td>Activity</td>
<td>Location</td>
<td>Meals</td>
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<tr>
<td>Monday, March 12</td>
<td>AM Breakfast at Lodge</td>
<td>El Monte Lodge</td>
<td>Breakfast, Lunch, Dinner</td>
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<td></td>
<td>AM Hiking</td>
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<td></td>
<td>PM Lunch at Lodge</td>
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<td></td>
<td>PM Lecture by GSU Professor</td>
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<td>Tuesday, March 13</td>
<td>Breakfast at Hotel</td>
<td>Hotel in Cumbayá</td>
<td>Breakfast, Lunch</td>
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<td>AM Departure for Quito + Box Lunch</td>
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<td>PM Class at USFQ – Diana Coryat</td>
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<td>Wednesday, March 14</td>
<td>Breakfast at Hotel</td>
<td>Hotel in Cumbayá</td>
<td>Breakfast, Lunch</td>
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<td>AM Visit Local NGO – El Churo</td>
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<td></td>
<td>PM Lunch at USFQ</td>
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<td>PM Class at USFQ – Santiago Castellanos</td>
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<td>Thursday, March 15</td>
<td>Breakfast at Hotel</td>
<td>Hotel in Cumbayá</td>
<td>Breakfast, Lunch</td>
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<td>AM Visit Local NGO - Alfil</td>
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<td>PM Lunch at USFQ</td>
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<td></td>
<td>PM Class at USFQ – GSU Faculty</td>
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<td>Friday, March 16</td>
<td>Breakfast at Hotel</td>
<td>Hotel in Cumbayá</td>
<td>Breakfast, Lunch</td>
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<td>AM Visit Capilla del Hombre Museum + Lunch at USFQ</td>
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<td>PM Ecuadorean Cooking Class at USFQ &amp; Farewell Dinner</td>
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<tr>
<td>Saturday, March 17</td>
<td>Breakfast at Hotel</td>
<td>Hotel in Cumbayá</td>
<td>Breakfast, Lunch</td>
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<td></td>
<td>AM All day Excursion to Otavalo, with lunch</td>
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<td>PM Final transfer to Quito Airport</td>
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5. **Itinerary Alterations:** In the event GSU COAS wishes to change program dates or activities 30 or more days before the program start date and the change impacts the total cost, GSU COAS
will assume full responsibility for covering the additional costs. USFQ will not accept any
itinerary changes 0-30 days before the program start date unless those changes are requested due to
GSU COAS's emergency and/or safety concerns. All changes to the itinerary must be
submitted in writing by GSU COAS and must be confirmed by USFQ.

6. Fees: According to agreement between the two parties, GSU COAS shall pay to USFQ the
following costs per person:

a. Cost per student: $1,630.00
b. Cost per professor: $1,245.00

   Items included in cost:
   - Academic Fee*
   - USFQ Representative Fee*
   - Facilities Fee*
   - Administrative Fee
   - Incidentals Fee
   - Private bus transportation for all excursions, tours, and visits (includes airport transfers)
   - Hotel accommodations in Cumbayá, with breakfast
   - Orientation at USFQ's Cumbayá Campus and Welcome Lunch
   - 3 Lunches at USFQ's Cumbayá Campus
   - 1-day excursion to Otavalo, with lunch
   - Tour of Quito's Historic Center, with lunch
   - Tour of Capilla del Hombre Museum
   - 2 visits to Local NGOs
   - 1 Cooking Class
   - 2-day excursion to the Cloud Forest, includes lodging, meals and entrance fees for visits
to Pululahua Reserve and Intiñan Museum (Middle of the World)

   *Not included in cost per professor

   All services and accommodations are to be selected, facilitated, and arranged by USFQ (Hotel
Cumbaya while in Quito and El Monte Lodge while in Mindo). In case GSU COAS has any
special requests, costs will be adjusted accordingly. However, to the extent such special request
is made to ensure compliance with applicable law (such as related to a participant with a
disability), no additional cost shall be assessed by USFQ.

7. Participant Registration: GSU COAS participants will register for the program through the USFQ
online application for customized programs 60 days prior to the start of the program. Incomplete
applications will be considered only if participants are in the process of obtaining the documents
required to complete the online application.

The minimum number of participants in the program is 8. Should GSU COAS wish to run
this program with an enrollment below 8 paying participants, it would be necessary to add a
supplement to the price per participant or to remove some components from the program. USFQ
would discuss these options with GSU COAS.
USFQ will admit participants after the 60-day registration deadline subject to availability of services. USFQ cannot guarantee to deliver the above-mentioned services at the quoted price for participants that begin the registration process after the 60-day registration deadline. It may be necessary to add a supplement to the price per participant for late registration, in which case USFQ would discuss this possibility with GSU COAS.

8. **Payment Schedule:** 50% of the total cost based on the aforementioned prices must be paid 45 days before the program start date (by January 24, 2018). The remaining 50% of the total cost must be paid 15 days before the program start date (by February 24, 2018).

9. **International Insurance:** In order to participate in the aforementioned program, GSU COAS is responsible for requiring that all participants acquire their own international insurance coverage before entering Ecuador. Recommended health and accident insurance includes: emergency medical evacuation up to $250,000, repatriation up to $50,000, accidental death and dismemberment up to $15,000, emergency reunion up to $12,500, mental health care, and coverage of pre-existing conditions. The acquisition of this international insurance is a requirement for acceptance into the program.

10. **Local Insurance:** USFQ will not provide local health insurance for any participant.

11. **Program Cancellation and Return Policy:** Cancellations must be submitted in writing to USFQ’s Office of International Programs, e-mail: opi@usfq.edu.ec, and will be noted based on the date USFQ receives the notification. In the event that GSU COAS wishes to cancel this program 0-15 days before the start date due to low enrollment or any other reason, GSU COAS will receive a refund of 50% of uncommitted and unexpended program fees.

   In the unlikely event that the U.S. Embassy issues a travel warning advising against travel to Ecuador during the program and GSU COAS wishes to cancel the program, GSU COAS will receive a refund of 100% of uncommitted and unexpended program fees as of the date of the Embassy warning or safety cancellation. In cases of force majeure (e.g., natural disaster, act of war), GSU COAS will receive a refund of 100% of recoverable costs.

   In the event of cancellation for any reason including a force majeure event or issuance of a travel warning, USFQ will use its best efforts to recover any program fees or costs and refund such amounts to GSU. However, if after using its best efforts, USFQ is unsuccessful in recovering these costs, only uncommitted and unexpended program fees will be refunded.

   In case USFQ needs to make advanced reservations for any particular tour(s), service(s), or excursion(s), USFQ will notify and obtain written permission from GSU COAS before making the reservations. Should GSU COAS have to cancel the program due to low enrollment, or any other reason, GSU COAS will agree to reimburse USFQ for these agreed upon services only.

12. **Participant Withdrawal Policy:** If a participant wishes to withdraw from the program either prior to or after the start of the program, refunds will only be given in case of serious illness or injury. A certificate of inability to participate in the program from a doctor will be necessary to claim the refund of the uncommitted and unexpended program fees as of the date of the doctor’s certificate. The refund request must be submitted in writing by GSU COAS to USFQ’s Office of International Program, e-mail: opi@usfq.edu.ec.
13. **Expiration**: This MOU will expire at the conclusion of the Study Abroad Program on March 19, 2018.

**Liability**: USFQ will not be held responsible or be liable in any way for wrongful acts committed by GSU COAS students or faculty. GSU COAS student are subject to the rules and regulations of the USFQ, and the laws of Ecuador. GSU COAS students or traveling faculty are responsible for any wrongful act they commit during the program, both inside and outside any of the USFQ campuses or facilities.

14. **Program Contacts**: For GSU COAS, the contact will be Susan Talburt, Professor, Institute for Women’s, Gender, and Sexuality Studies, Georgia State University, 25 Park Place, Suite 2201, Atlanta, GA, USA 30303; Tel: 404-413-6581, Fax: 404-413-6585; E-mail: stallburt@gsu.edu. For USFQ, the contact will be Alex Rendón Ayerbe, Personalized Programs Coordinator, Universidad San Francisco de Quito, Diego de Robles SN y Pampite, Quito-Ecuador; Tel: (593-2)297-1700 ext. 1540, Fax: (593-2)890-070, E-mail: arendon@usfq.edu.ec

In witness hereof, the authorized representatives of USFQ and GSU COAS hereby execute this Study Abroad Program agreement on the dates set forth below.

By and on behalf of

**Universidad San Francisco de Quito USFQ**

[Signature]

Carlos Montúfar Barba, Ph.D.,
Rector

[Signature] Date: **Dec 20, 2017**

**Board of Regents of the University**
**System of Georgia by and on behalf**
**of Georgia State University and its College**
**of Arts and Sciences**

[Signature] Date: **12/17/2017**

Dr. Sara Rosen
Dean, College of Arts and Sciences