

Exchange Student Liaison Agreement

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Recipient Address]

Dear [Insert Recipient Name],

We are pleased to formalize the Exchange Student Liaison Agreement between [Insert School/Institution Name] and [Insert Partner School/Institution Name]. This agreement serves to outline the responsibilities and expectations of both parties involved in facilitating the exchange of students.

Agreement Terms

1. **Duration of Exchange:** The exchange will occur from [Start Date] to [End Date].
2. **Student Selection:** Each institution will select [number] students based on agreed criteria.
3. **Responsibilities:** Each institution will provide necessary support for the incoming students, including orientation, accommodation, and academic advising.
4. **Communication:** Both parties agree to maintain open lines of communication regarding student progress and concerns.
5. **Funding:** Each institution will be responsible for its students' travel and living expenses.

We believe that this agreement will enhance the cultural and educational experiences of our students and foster a long-lasting partnership between our institutions.

Please sign below to indicate your agreement to the terms outlined above.

Sincerely,

[Your Name]

[Your Title]

[Your Institution Name]

[Your Contact Information]

Agreed and accepted by:

[Recipient Name]

[Recipient Title]

[Recipient Institution Name]

Date: _____