

MEMORANDUM OF UNDERSTANDING

February 2014

**A Partnership between Tower Bridge International, LLC and the
Murrieta Valley Unified School District to
Provide International Exchange of High School Students**

STATEMENT OF THE AGREEMENT

This memorandum of understanding (MOU) serves as an agreement between the Murrieta Valley Unified School District High Schools and Tower Bridge International, LLC (“Tower Bridge”), to provide a short term and/or academic year international student educational programs for high school students.

STATEMENT OF PURPOSE

The purpose of the Partnership is to afford Murrieta Valley USD and Tower Bridge International partner high school students the opportunity to participate in short and/or long term student exchange to expand student access to Eastern and Western cultures, provide challenging academic, co-curricular, and cultural experiences to qualified high school students and provide

opportunities for teachers and administration to experience and gain greater understanding of pedagogical similarities and differences between the educational programs in China and the United States.

The Murrieta Valley USD will follow the Immigration and Customs Enforcement Student and Exchange Visitor Program (SEVP) policies for attendance by nonimmigrant students under both sections 101(a)(15)(F)(i) of the Act for instruction in District comprehensive high schools.

This program is for Tower Bridge students to pursue studies in liberal arts, fine arts, language, religion, or the professions at the school is classified as a nonimmigrant under section 101(a)(15)(F)(i) of the Act.

The Murrieta Valley USD shall not incur any financial obligations when sending and/or receiving Tower Bridge students. Tower Bridge and the families and participants in this Agreement shall provide assurance of their responsibility for health/accident/liability insurance, the student's home placement, and the resolution of any related personal difficulties which may arise.

RESPONSIBILITIES OF THE MURRIETA VALLEY UNIFIED SCHOOL DISTRICT

Program Management and Regulations for Long Term Student Exchange (F1 visa)

Long term student exchange students are defined as students who enroll to complete at least one (1) full semester of coursework and on an F1 visa issued by the United States Immigration and Customs Enforcement and approved by the Murrieta Valley Unified School District for enrollment. Tower Bridge students and any other student participating in short or long student exchange must be between the ages of 14 (youngest age of the typical high school freshman) and 19 (oldest age of the typical high school senior). The following conditions are in effect with this agreement:

- All Murrieta Valley USD courses students participate in and the graduation requirements are governed by the policies and regulations of the Murrieta Valley USD and the State of California. These policies, regulations and standards apply to all students, faculty, staff, instructional procedures, academic standards and course offerings, whether courses are offered at District high school campuses, off-campus sites, including distance learning, or at District alternative schools.
- Each high school will select a coordinator that will be the liaison between the high school, the District, and Tower Bridge and will be responsible for reviewing all necessary student documentation prior to Tower Bridge students taking courses.
- Student withdrawal dates/policies will be consistent with existing District adopted policies.

- Academic advising will be the joint responsibility between Tower Bridge and the Murrieta Valley USD.
- Matters of discipline will be handled cooperatively between Murrieta Valley USD high school administrators and Tower Bridge.
- Murrieta Valley USD and high school administration will place students from Tower Bridge.
- Parents and Tower Bridge mentors shall be given access to the student information system used to monitor grades and progress in classes.
- Tower Bridge students are required to maintain an annual minimum GPA of 2.0 with no F grades on a semester report card.
- The maximum number of Tower Bridge students enrolled at a high school cannot exceed thirty-five (35) students per high school.
- Any Tower Bridge student who engages in expellable acts including drug offenses, has excessive discipline issues, engages in gang type activity, or is habitually absent will have his/her enrollment revoked and will be required to return home.

- Tower Bridge students shall meet state and district immunization requirements.

- Tower Bridge students who elect to participate in school athletics will be required to abide by the State bylaws of the California Interscholastic Federation (CIF) eligibility requirements for participation by international exchange students in interscholastic athletics. These requirements include, but are not limited to requiring that the student has been placed with a host family by an exchange program accepted for listing by the Council for Standards for International Educational Travel and has been approved by the CIF, California Attorney General's Office and U.S. Department of State.

- Tower Bridge students shall be granted a diploma if they have satisfactorily completed the district's graduation requirements.

- At the discretion of the principal or designee, Tower Bridge students who do not meet the requirements for a regular diploma may, at the end of their visit, be given a letter certifying the time period for which they were enrolled.

- Amendments to this agreement must be in writing and approved by the designated representative of each institution.

- While this agreement is in effect, Murrieta Valley USD agrees not to admit (enroll) international students on F1 Visa's from China or other countries in Asia except through Tower Bridge.

Admissions/Tuition/ & Books/Fees for Long Term Student Exchange

- All Tower Bridge students enrolled will pay \$10,500 for annual (2 semesters) tuition. The tuition covers all textbooks, teacher salaries, and provides access to co-curricular programs during the regular school year. The full tuition amount will be paid at registration. Students who leave prior to the start of the second semester will be refunded \$5,250, half the tuition.
- The tuition does not cover summer school, fee based programs, transportation, housing, tutors, program coordination and food including school lunch, or computers at home.
- Tower Bridge students electing to participate in any program that is supported by fundraising efforts will be required to pay additional tuition that covers the per pupil cost for each participant.

Program Management and Regulations for Short Term Student Exchange

- Short term student exchange students are defined as students who are visiting schools in the Murrieta Valley Unified School District for less than one (1) semester and not enrolled in any course. Typically, short term students are visiting schools for less than thirty (30) days.
- All students participating in District approved short term exchange programs shall not be charged tuition by the Murrieta Valley USD.
- The Murrieta Valley Unified School District shall not be responsible for providing coordination of programs, specific instruction, meals, travel, or lodging for any students participating in short term student exchange. This includes the cost to participate in any school sponsored event including lunches, trips, and events.
- The Murrieta Valley Unified School District will be reimbursed for any staff cost associated with organizing and planning schedules, activities or events for Short Term Student Exchange. The fee for organizing and planning activities will be paid directly to the host high school at a rate of \$450 per day with the total days of service to be agreed between the host high school and the visiting school prior to arrival. Murrieta Valley Unified School District shall select/assign the staff member. Tower Bridge International may elect to hire a staff

member, approved by the District, to coordinate all functions.

RESPONSIBILITIES OF TOWER BRIDGE INTERNATIONAL

Program Management and Regulations for Long Term Student Exchange (F1 visa) and Short Term Student Exchange

- Tower Bridge will arrange for obtaining entry visa for the students and air transportation.
- Tower Bridge will arrange for room and board for the students, either through local host families, extended stay apartments/hotels, or student housing. Meals for the students will, in most cases, be provided through local host families. Some meals may be arranged by Tower Bridge through catering and restaurants.
- Local transportation will be provided by local host families as well as chartered bus arranged by Tower Bridge.
- All visiting students will have health insurance for the duration of the program.

- Tower Bridge will provide orientation to students in order to familiarize students with local customs and habits.
- Tower Bridge will designate a local representative as a point of contact in case of emergencies.
- Tower Bridge will offer to students after-school support and supervision (such as homework help, mentoring, and counseling) when necessary. Tower Bridge will give periodic reports to parents back home of the student's progress in the program. Tower Bridge will act as the liaison between MVUSD and the parents.
- Tower Bridge will encourage parents to visit their students in Murrieta.
- Tower Bridge will employ necessary staff, as agreed upon by the District, to act as the liaison, coordinator, and advisor of all short term and long term programs. The District may also require additional District approved support for counseling service.

RESPONSIBILITIES OF THE MURRIETA VALLEY UNIFIED SCHOOL DISTRICT AND TOWER BRIDGE INTERNATIONAL

Program Management and Regulations for Long Term Student Exchange (F1 visa) and Short Term Student Exchange

- Both parties will collaborate with The City of Murrieta to:
 - Issue identification cards to the eligible exchange students through the Murrieta Police Department for the purpose of maintaining student information, including Visa status.
 - Allow exchange students access to the regular recreational and educational programs offered through the City's Community Services Department. The City will charge the same fees for these programs that are paid by other residents of Murrieta.

MODIFICATION AND TERMINATION

1. This agreement may be cancelled by either party by giving written notice to the other party no later than September 30 of the preceding year for cancellation to be effective in the following school year. The cancellation requirement shall not affect students already enrolled with active Visa's or those who have received I20's.
2. Any and all amendments must be made in writing and must be agreed to and executed by the parties before becoming effective.

EFFECTIVE DATE OF AGREEMENT

This MOU shall be effective upon the signature of authorized officials.

SUPERINTENDENT

Murrieta Valley Unified School District

MANAGER

Tower Bridge International, LLC