

Memorandum of Understanding Collaborative Student Recruitment

Between

Bellevue College
3000 Landerholm Cr. S.E.
Bellevue, WA 98007

And

International House San Diego
233 A Street, Suite 310
San Diego, CA 92101

- I. **Purpose.** Bellevue College (“BC”) and International House San Diego (“IHSD”) will collaboratively recruit international students for their respective programs. Recruited students begin with the Pathway programs at IHSD and then proceed to diploma or certificate programs at BC. Beneficiaries of the collaboration between the two institutions include:
- 1.1 International ESL students who benefit from the Pathway programs at IHSD with conditional admission from BC. In addition to General English classes, the Pathway students focus on university-level Academic English at IHSD for a total of 30 hours per week in a 12-week program, through the following EAP curriculum:
- *Leap 3, Listening and Speaking, New Edition by Dr. Ken Beatty*
 - *Leap 3, Reading and Writing, New Edition by Dr. Ken Beatty*
- 1.2 IHSD who benefits from increased enrollments of international ESL students who are at the same time conditionally accepted by BC, who benefits from increased enrollments of international ESL students who are well prepared in English language skills, U.S. culture, and academic study skills.
- II. **Term of MOU.** This MOU is effective upon the day and date last signed and executed by the duly authorized representative of the parties to this MOU and shall remain in full force and effect until June 30, 2023. This agreement may be extended for additional two-year increments, as agreeable to both parties. Any such extension or modification of this agreement must be in writing and signed by duly authorized representative of both parties.

This MOU may be terminated, without cause, by either party upon 90 days written notice of intent to terminate. All notice are to be hand delivered by dully authorized representatives or mailed through a recognized commercial service.

III. **Payment.** No referral fee payment shall be made to either party by the other party as a result of this MOU.

IV. **Responsibilities of Bellevue College.**

4.1 BC will assign a coordinator to facilitate this collaborative student recruitment process. The two coordinators will keep in contact on a regular basis to ensure that the collaboration is administered in the spirit of this MOU. BC will arrange student communication and events with the new students and student ambassadors upon written request by IHSD.

4.2 BC will list IHSD on its list of English-language partners on the BC's International Education's website and its promotion materials.

4.2 BC will provide IHSD with catalog, brochures, forms, and applications.

4.3 BC will issue a Conditional Letter of Acceptance (CLA) to the students upon written request by the SDIH representative.

4.4 BC will send official letters of acceptance to IHSD indicating the students' specific program of study approximately within 2 weeks upon receipt of all required documents. With properly completed Information Release Form signed by the student, all correspondence will go directly through the IHSD advisors.

4.5 BC will provide IHSD students all regular services provided to other international students including, orientation, advising and counseling assistance. BC assumes no financial responsibility for students for its program for any reasons.

V. **Responsibilities of International House San Diego (IHSD):**

Before students arrive in the USA:

5.1 IHSD will assign a coordinator to facilitate this collaborative student recruitment process. The two coordinators will keep in contact on a regular basis to ensure that the collaboration is administered in the spirit of this MOU. IHSD will arrange student communication and events

with the new students and student ambassadors.

5.2 Students/agents submit applications and transcripts to IHSD.

5.3 IHSD explains and collects properly completed and signed BC's Information Release Form from applicants interested in transferring to BC in the future.

5.4 IHSD promotes through its international marketing network both the Pathway programs of IHSD and the various diploma programs of BC. IHSD recruits and refers international ESL students to BC who are academically qualified for admission to BC but whose English language proficiency does not meet the admission requirements.

5.5 The Registrar of IHSD follows its internal admission review process to determine admissibility to both Institutions. If applicants appear admission to BC, IHSD will submit the following documents to BC: a) BC international application form, b) original or certified copies of any high school transcripts and/or diploma necessary, c) BC application fee, and d) IHSD letter of acceptance indicating that the student is attending the pathway program. If students have attended a post-secondary institution, IHSD will arrange to have transcripts sent from those institutions to BC.

5.6 IHSD will forward BC's CLA to the applicants.

After students start at IHSD:

5.7 After students complete one of the mutually agreed requirements to transfer to BC, IHSD will issue the following documents to BC: a) Letter of completion of the pathway program, b) official IHSD transcript, and c) copy of CLA from BC.

5.8 IHSD provides a pathway program to the students. The program covers English language skills, U.S. culture, and academic study skills. The program duration varies from four to twelve months, depending on the English entry level of a student. After successfully reaching the B2 level, with no less than 80% attendance, a cumulative classroom grade of 70% and a passing score of at least 70% on the exit test at IHSD, the student will be admitted to BC.

VI. Criteria. IHSD students will be admitted to BC's Bridge Pathway program or the College-level program by satisfying one of the requirements:

6.1 Successful completion of the first-half of IHSD’s American Language Benchmark 7, equivalent to IELTS overall score of 5.0 meets the direct transfer to the Bridge Pathway program.

6.2 An Internet-based TOEFL (IBT) score of 61, a Paper-based TOEFL 500, or an academic IELTS overall band score of 6.0 with all sub-scores 5.5, or successfully reaching IHSD’s B2 level meets the direct transfer to the college-level program.

- IHSD students will be required to take BC’s English placement testing upon acceptance at their expense.

6.3 An Internet-based TOEFL (IBT) 65+ with 16 on writing section or an academic IELTS overall band score of 6.0 with 6.0 on writing section not only meets the direct transfer to the college-program but also be placed into BC’s English 101.

VII. General Provisions

7.1 Amendments. Either party may request changes to this MOU. Any changes, modifications, revisions or amendments to this MOU which are mutually agreed upon by and between the parties to this MOU shall be incorporated by written instrument, and effective when executed and signed by all parties to this MOU.

7.2 Applicable Law. The construction, interpretation and enforcement of this MOU shall be governed by the laws of the state of Washington. The courts of the state of Washington shall have jurisdiction over any action arising out of this MOU and over the parties, and the venue shall be the King County, Washington.

7.3 Entirety of Agreement. This MOU represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations and agreements, whether written or oral.

7.4 Liability. Each party to this agreement will be responsible for the negligent acts or omissions of its own employees, officers, or agents in the performance of this Agreement. Neither party will be considered the agent of the other and neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this Agreement.

7.5 Severability. Should any portion of this MOU be judicially determined to be illegal or unenforceable, the remainder of the MOU shall continue in full force and effect, and either party may renegotiate the terms affected by the severance.

VIII. **Signatures.** In witness whereof, the parties to this MOU through their duly authorized representatives have executed this MOU on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.



Emily Conner,
Center Director
International House San Diego

Date: May 5, 2021



Dennis Curran,
Vice President of Administrative Services
Bellevue College

Date: May 11, 2021