



FIAT-IFTA International Funeral Exchange Program

HOME – HOST AGREEMENT

THREE WEEKS SESSION:; (MONTH, YEAR)

HOME Institution:

HOST Institution:

Funerary Observer Abroad (FOA):

Nationality: **Gender:**

agree to implement a Funerary Observer Abroad Exchange Agreement in accordance with the principles and guidelines set forth below. The purpose of this agreement is to enhance the educational experience and the cross-cultural understanding of funerary students and professionals from both institutions.

It is agreed that:

Article 1: Home and Host Institutions

Within the framework of this exchange, home institution will mean the institution in which a student is formally enrolled or a professional is employed and host institution will mean the institution that has agreed to receive and instruct the student/professional (FOA) from the home institution for a session of three weeks.

Article 2: Education and Instruction at the Host Institution

The purpose of each exchange term will be to enable the FOA gain knowledge of funerary procedures, laws and customs abroad. This education and instruction at the host institution will normally be accepted for credit towards the degree at the student’s home institution or toward the professional working experience of the funerary professional.

Article 3: Three-weeks’ Session

Under the terms of this agreement a three weeks’ session means three weeks passed at the host institution during the spring session in May or during the fall session in October (first three weeks of month)

Article 4: Admission Requirements

Students/professionals will be screened for eligibility by the home institution. The home institution shall respect the admission requirements stated in the FIAT-IFTA International Funeral Exchange Program. Participants (FOA) will be subject to standard rules and regulations of the host institution. The host institution shall have final authority on the admission decision.

Article 5: Language Proficiency

Students must meet requirements of the language proficiency of the English language or of the language of the country of the host institution.

Article 6: Performance of the FOA

Participants in the exchange (FOA) will be governed by the same regulations and performance standards that reasonably pertain to the employees of the host institution. If the FOA voluntarily withdraws or is dismissed for disciplinary reasons before the end of the session, it will be considered as a completed exchange term from the home institution. In addition, the host institution reserves the right to require the withdrawal of the FOA whose professional standing or conduct warrants such action. The host institution will consult with the home institution before finalizing such action. The host institution will notify the home institution of the FOA’s last date of attendance.

Article 7: Financial Information

To facilitate the financing of the three-week session, the office of the host institution will convey to the home institution details about cost of living, room and board, etc. at the host institution. If refund and/or repayment involving financial assistance becomes necessary, the home institution will calculate the refund and repayment amounts.

Article 8: Visa Support Services

The host institution will assist the FOA, to the fullest extent possible, in obtaining visas and other documents required by the government of the host country. In order to comply with government regulations, the FOA will be required to provide a guarantee that he/she has the financial resources to meet all expenses as indicated in the FIAT-IFTA International Funeral Exchange Program.

Article 9: Responsibilities and Expenses of the FOA

- a. Neither the home institution nor the host institution will be responsible for the costs of the books, fees, equipment, room, board, travel, transportation or other personal expenses unless otherwise agreed. The host institution will inform the FOA, at the time of their acceptance, of the approximate costs they will be responsible for at the host institution.
- b. Each institution will assist the FOA in securing housing for the three-week session. All costs involved will be paid by the FOA.
- c. The FOA is personally responsible for purchasing the by the host institution's required health/medical insurance for the three-week session. The host institution will assist the FOA in identifying available health insurance options.
- d. The FOA accepts by signing this agreement all articles of the Agreement

Article 10: Emergency Event

The FOA shall provide emergency contact information. In the event that a FOA is involved in a serious accident or other circumstance of grave nature, or is subject to disciplinary action, the host institution will immediately notify the home institution.

Article 11: Exchange Liaison

The home and host institution creating this agreement shall both accept the FIAT-IFTA Exchange Program Council as liaison in matters relevant to the execution of the exchange agreement.

Article 12: Legal Indemnities and Policies

- a. No monetary considerations will be exchanges between the home and the host institution, nor will there be any indemnities, reimbursements for expenses, or sharing of fees or profits arising from the exchange term.
- b. The home and the host institution agree to indemnify and hold one another harmless from any and all claims by the FOA, their parents, survivors or agents arising from any negligent acts or omission on the part of the home and/or host institution and/or their employees. Their relationship under this agreement shall be that of independent contractors, and each party shall not be deemed, nor hold itself out as being a partner or agent of the other party.
- c. Neither the home institution nor the host institution shall be liable for the acts of a FOA participating in the exchange program.
- d. Both institutions subscribe to a policy of equal opportunity and will not discriminate on the basis of race, gender, age, marital status, ethnicity, religion, national origin, sexual orientation or handicap.
- e. Both institutions agree that a FOA of the home institution who is a national of the country of the host institution will not be eligible to participate in the exchange program without the permission of the FIAT-IFTA Exchange Council and the host institution.
- f. The obligation of both institutions under this agreement are limited to the named FOA only and do not extend to spouses or dependents.
- g. Specific details not included in this exchange agreement will be developed jointly and spelled out in a separate addendum to the present Agreement and approved by the responsible officials of the home and the host institution.

Article 13: Limitation of Resources Committed

The Agreement does not create an obligation for either party to provide resources necessary to carry out any part of the Agreement except as approved of the party responsible for providing these resources.

Article 14: Primary contractual contacts for the Agreement

Home Institution:

Host Institution:

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Name of person:

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Name of person:

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Phone:

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Phone:

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Email:

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Email:

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Signing for Home Institution:

Signing for Host Institution:

Name & Signature FOA:

Date:



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