

June 5, 2015

Memorandum of Agreement between Daito Bunka University and Clackamas Community College

Clackamas Community College (hereafter referred to as “CCC”), and Daito Bunka University (hereafter referred to as “DBU”) hereby do agree to DBU’s sending DBU students to CCC for the purpose of officially registering in the Program of Intensive English (hereafter referred to as “PIE”) in the English as a Second Language (hereafter referred to as “ESL”) program and/or college level courses. The terms of the agreement between the two parties are as follows:

1. Student Abroad Course Content and Registration Criteria

CCC shall provide DBU students with the opportunity to improve their English ability and/or pursue college level coursework.

DBU students wanting to improve English language skills (PIE) will not be required to provide a TOEFL score in order to apply and enroll at CCC. However upon arriving at CCC, DBU students will be required to take English placement tests for placement in classes according to their English ability. The results of these tests will be used to determine in which PIE/ESL classes they will enroll.

DBU students wanting to pursue college level coursework must demonstrate English proficiency through the admissions process by meeting one of the following:

- TOEFL score of a 61iBT or higher
- IELTS score of 6.0 or higher
- Completion of two (2) college level (100 level or above) courses in composition or writing with a grade of “C” or better, taken at a US post-secondary college or university.

Participation in a college level course of study is not guaranteed by meeting the above minimum requirements. To be admitted into college level courses, a student must also achieve a placement test score of 70+ on the CCC writing placement test.

Students will need to submit official transcripts from any and all prior US post-secondary colleges or universities attended as applicable.

PIE students who complete the advanced level of classes at CCC with at least a B grade will be issued a new I-20 changing their status to International Students (college level), and will be able to register for academic classes in accordance with their placement on the college placement tests. However there may be classes that students may not be able to register for due to other reasons beyond the placement tests (other pre-requisites, closed classes, etc.).

CCC will provide DBU students with registration advising, but will also encourage students to consult with their professors at DBU as much as possible concerning the decision about which academic classes in which to register. Students in PIE will be required to register for a minimum of 18 hours of classes; international students who have matriculated to college level courses must register for a minimum of 12 credits.

2. Grading and Evaluation

CCC will issue grade transcripts to DBU students upon request or through CCC's self-serve portal (myClackamas). DBU students will be responsible for presenting these transcripts to DBU for the purpose of credit transfer evaluation.

3. Suggested Program Lengths

Students may enter CCC any term, but they must apply for admission in accordance with the application deadlines published on the CCC International Student website:

<http://www.clackamas.edu/International/>

Students may study for as short as one term (11 weeks during fall, winter, and spring; 8 weeks in the summer), or they may study for longer. However, a student may not take a "vacation" term unless he or she has studied for three consecutive terms.

4. Provision of Housing, Food, etc.

CCC does not provide housing or homestays, nor does it oversee or endorse any housing or homestay providers. However, DBU students may contact any local homestay provider. One such provider is ANDEO, 620 SE 5<sup>th</sup> Ave, Suite 625, Portland OR 97204, [www.andeo.org](http://www.andeo.org), [info@andeo.org](mailto:info@andeo.org), TEL: 1-503-274-1776, Fax: 1-503-274-9004.

Information on apartments and roommate opportunities is available by calling 1-503-594-3040, or by contacting the Office of Student Life and Leadership, [mbaker@clackamas.edu](mailto:mbaker@clackamas.edu).

5. Estimation of Study Abroad Expenses

Estimated tuition costs of studying at CCC are available on the International Student website: <http://www.clackamas.edu/International/>. Tuition costs will be announced on the website for the subsequent academic year (beginning in June of that year) by April 30 of each year. DBU students shall pay CCC directly for their tuition after arrival at CCC. Tuition must be paid in full at the time of registration. All late fee penalties will be applied if payment is not paid by appropriate deadlines. DBU students shall be individually responsible for their expenses (including roundtrip airfare, airport pick up, transportation, leisure activities, medical insurance, textbooks, etc.). DBU students enrolled full-time in PIE shall be entitled to a 20% reduction in tuition for their first three terms of enrollment (fall, winter, and spring only). No tuition reduction is available for summer term. Additionally, DBU students shall not be eligible for any additional tuition waiver assistance provided by the ESL department.

6. Emergency Measures

CCC shall provide DBU students with information and referral assistance in emergencies. All international (college level) and PIE students are required to purchase health insurance in order to attend CCC. Students must show verification of health insurance upon arrival to CCC.

7. Other Requirements

- a. All PIE and International (college-level) students must have a valid passport at all times. A photocopy of the student's visa and I-94 must be provided to the CCC Registration and Records Office upon arrival.
- b. DBU students shall inform the Registration and Records Office ([registration@clackamas.edu](mailto:registration@clackamas.edu); 503-594-6100) and the PIE Advisor ([pie@clackamas.edu](mailto:pie@clackamas.edu)) of their date of expected arrival.
- c. DBU students must make satisfactory academic progress in order to remain in status with SEVIS.
- d. DBU students in either college-level or PIE program courses are required to attend an orientation class.
- e. PIE and International Students (college-level) students must meet with the PIE Advisor or International Student Advisor at least once a term.
- f. PIE and International Students (college-level) are not eligible for state and federal funds. Tuition waivers through some departments/programs are available through an application process. Any tuition waived is equivalent to the in-state tuition rate. Students are responsible for the difference. Some scholarship opportunities are available through external resources.
- g. Employment off-campus is not allowed without prior approval of the Bureau of Citizenship and Immigration Services (BCIS).

8. Payment (if applicable)

DBU will notify the PIE Advisor ([pie@clackamas.edu](mailto:pie@clackamas.edu)) the number of DBU students who have been recruited for either PIE or International (college-level) courses/programs. DBU will provide the PIE Advisor with the all prospective students' names and the term the student intends to begin classes.

The student(s) will pay tuition and fees directly to the College upon registration in the program (except for those agencies who send sponsored students).

9. Agreement Validity

This agreement shall remain valid for a period of three years. Thereafter, except for any notice to terminate the agreement, it shall be automatically renewed. However, it is understood that either party may end this agreement anytime by mutual consent or by six months of notice.



19600 Molalla Avenue | Oregon City, OR | 97045-7998  
503-594-6000 | [www.clackamas.edu](http://www.clackamas.edu)  
Education That Works

10. Other

If circumstances other than those covered in this agreement should arise, both parties shall resolve them in good will through mutual discussion.

Signed,  
Daito Bunka University

A handwritten signature in black ink, appearing to read 'Jiro Naito', written over a horizontal line.

Jiro Naito, Director  
International Exchange Center  
Daito Bunka University

Signed,  
Clackamas Community College

A handwritten signature in black ink, appearing to read 'Jim Huckestein', written over a horizontal line.

Jim Huckestein  
Vice-President of College Services  
Clackamas Community College