

## **EvCC6810: INTERNATIONAL STUDENT OUT OF STATE WAIVER POLICY**

Original Date: January 21, 2020

Policy Contact: Associate Vice President of International Education

### **CONTEXT**

Everett Community College (the “College”) is an institution of higher education. Everett Community College’s central office is located at 2000 Tower St. Everett, WA 98201.

### **WAIVER**

Any overseas institution, state or city wishing to develop a formal agreement where international student out of state waivers is part of the exchange agreement should contact:

Associate Vice-President of International Education  
Everett Community College  
(425) 388-9378  
[vganeson@everettcc.edu](mailto:vganeson@everettcc.edu)

### **HOW TO REQUEST A FORMAL EXCHANGE AGREEMENT**

Any person wishing to develop an agreement should make the request in writing by letter or e-mail addressed to the Associate Vice-President of International Education with the following information:

1. Name of requestor;
2. Address of requestor;
3. Other contact information, including telephone number and any e-mail address;
4. Detailed description of request.
5. The date and time of day of the request.
6. References

Once information is reviewed and if there is interest to pursue a formal agreement, an official visit will be expected to the location of both parties concerned for the purpose of a site visit and meeting the officials at both locations responsible for the implementation of the exchange agreement.

As a final step, an MOU will be signed followed by a detailed agreement to start the implementation of the exchange.

### **EXCEPTIONS**

In the event one party is unable to conduct a site visit an exception can be made by the Associate Vice-President of International Education.

### **ASSOCIATE VICE-PRESIDENT OF INTERNATIONAL EDUCATION (AVP)**

The AVP or his designee will oversee the implementation of the exchange agreement on the EvCC campus. A point person to oversee the implementation at the other location will be part of the expectation outlined in the detailed agreement.

### **RELEVANT LAWS AND OTHER RELATED INFORMATION**

[RCW 28B.15.527](#)

[RCW 28B.15.910](#)

### **REVISION HISTORY**

Original Date: January 21, 2020

### **APPROVED BY**

Board of Trustees