



INTERNATIONAL BUSINESS INSTITUTE

Affiliation Agreement between the International Business Institute and

College or University: _____

This letter of agreement acknowledges that we have received *the Statement of Policies and Procedures for Affiliation* with the International Business Institute and that we agree to establish and maintain an affiliate relationship. It is understood that this is simply a letter of agreement which may be terminated by either party with the courtesy of advance notice.

The essential elements of this agreement are as follows:

1. The course offerings of the International Business Institute will be entered in the curriculum catalog of the cooperating institution.
2. Student grades will be reported by the International Business Institute to the affiliate institution within one month of the conclusion of the program and will be entered directly on the student's transcript by the cooperating institution.
3. The cooperating institution will nominate an institutional representative to serve as the IBI Campus Advisor.
4. The operational details of this agreement are provided in the *Statement of Policies and Procedures for Affiliation*

Academic Officer of the Cooperating Institution

Date

Managing Director of the International Business Institute

Date