

****PLEASE NOTE THIS IS A GENERIC LETTER OF AGREEMENT****
INDIVIDUAL LETTERS OF AGREEMENT WILL CONTAIN SPECIFIC FUNDING

VIRA I. HEINZ PROGRAM FOR WOMEN IN GLOBAL LEADERSHIP
LETTER OF AGREEMENT

Congratulations on being admitted to the Vira I. Heinz Program for Women in Global Leadership! Please read the following carefully so you are fully aware of the responsibilities and obligations associated with this award. As one of the awardees admitted to the Vira I. Heinz Program for Women in Global Leadership, I agree to adhere to the following requirements:

1. I will participate in two mandatory weekend retreats: March 17-19, 2017 and September 15-17, 2017 in Pittsburgh, PA. These retreats offer the basic fundamentals of leadership and cross-cultural skill building. In the event that I am unable to attend all of the scheduled activities during both retreats, I will forfeit my place in the VIH Program for Women in Global Leadership and be required to return the \$x,xxx that I received to study abroad. Attending all of the scheduled activities during both retreats includes arriving on time to the first activity on the first day of each retreat.
2. I will complete up to four mandatory pre-retreat assignments prior to each of the retreats. These pre-retreat assignments must be turned in at the beginning of each of the retreats. In the event that I fail to complete these assignments, I will forfeit my place in the VIH Program for Women in Global Leadership and I will be required to return the \$x,xxx of the funding that I received to study abroad.
3. I will receive a scholarship in the amount of \$x,xxx by early May of 2017. This award is to be put towards the cost of a study abroad program in the summer of 2017. The scholarship must be returned *in full* should any of the following situations arise:
 - My program is cancelled and I do not work with my campus coordinator and the VIH Director to find a suitable replacement program.
 - I decline the award.
 - I decide, for any other reason, not to participate in the **designated study abroad program** for the specific term for which the award was made.
 - I decide, for any reason, not to complete the entirety of my study abroad program.
 - I do not participate in the September Retreat.
 - I go abroad, for any reason, prior to my VIH-funded study abroad experience. This includes spring break trips, May-mesters, etc.
 - I do not return to my home institution for the entirety of the fall semester following my study abroad experience.

In the event that any of the above-mentioned situations occur, I will also forfeit my place in the VIH Program for Women in Global Leadership.

4. Upon my return from my international experience, I will prepare an Experience Report and submit it to my Campus Coordinator by September 1, 2017. Once my campus coordinator has approved my Experience Report, I will **upload** it to my e-portfolio. The Experience Report consists of the following components: budget; short-answer questions; five photos, including at least one of you in the country in which your international experience took place; and, a paragraph of 8-10 sentences detailing your insights about your international experience. In the event that I do not upload the Experience Report to my e-portfolio by the deadline, I will forfeit my place in the VIH Program for Women in Global Leadership.

****PLEASE NOTE THIS IS A GENERIC LETTER OF AGREEMENT****
INDIVIDUAL LETTERS OF AGREEMENT WILL CONTAIN SPECIFIC FUNDING

5. I will continue as a student at the institution where I was selected as a VIH awardee, at least for the fall semester following my international experience. In the event that I do not continue as a student at my home institution, I will forfeit my place in the VIH Program. If I decide to transfer in the spring, I will notify my campus coordinator no later than the start of the fall semester.

6. I will participate in a Leadership & Debriefing Retreat to be held in Pittsburgh on September 15-17, 2017. In the event that I do not participate in the Leadership & Debriefing Retreat, I will forfeit my place in the VIH Program for Women in Global Leadership, and I will also be required to return the \$x,xxx that I received to study abroad.

7. I will complete a Community Engagement Experience (CEE), a CEE Report, a VIH component Feedback Sheet and a 15 minute online survey. After I complete these responsibilities, I will receive \$1,000, and I will be recognized as a graduate of the VIH Program for Women in Global Leadership. I will complete all of these requirements prior to January 30, 2018.
In the event that I do not complete these requirements, I will forfeit my place in the VIH Program for Women in Global Leadership, and I will not receive the final \$1,000 of my scholarship.

8. I will work with my Campus Coordinator for twelve hours to promote the VIH Program for future students. Promotional activities include: information sessions, study abroad fairs, administrative assistance, and designing appropriate advertisements and materials. The number of hours is at the discretion of my Campus Coordinator. In the event that I do not assist in promotional activities assigned by my Campus Coordinator, I will forfeit my place in the VIH Program for Women in Global Leadership.

9. I give permission for the VIH Program to use any photos of me participating at the retreats or during my CEE on the website or in promotional materials.

10. I will conduct myself in a professional and responsible manner both in written correspondence and in person while involved in all aspects of the VIH Program.
This includes, but is not limited to:
 - Responding to emails and RSVPs in a timely fashion,
 - Adhering to deadlines
 - Acting in a respectful manner towards both the facilitators and coordinators of the VIH Program for Women in Global Leadership.I realize that the Vira I. Heinz Program for Women in Global Leadership is both an opportunity and a responsibility. In the event that I do not meet the above-outlined obligations to my cohort, the program and the coordinators, I will forfeit my place in the VIH Program for Women in Global Leadership.

Please sign Letter of Agreement and turn it into your Campus Coordinator no later than January 23, 2017.

Signature

Date

Home Institution

Print Name