Web Site: [www.snc.edu](http://www.snc.edu)

St. Norbert Center for International Education Contact:
Name: Ms. Kit Klepinger
Email: kit.klepinger@snc.edu

Center for International Education webpage: [www.snc.edu/cie](http://www.snc.edu/cie)

Available spaces for academic year 2015-2016: 2 one-year students per year OR 4 one-semester students per semester (total of 4 one-semester students)

Application Deadlines: April 1st (Fall semester); November 1st (Spring Semester)

Minimum GPA:

Language Requirements: TOEFL score 550 (paper-based), 213 (computer-based) or 80 (Internet Based)

Additional eligibility requirements (if any):

Application Procedure:

We are updating our application process for all students with a new online application. It should be live at the end of July or early August. When I have more details, I will send it to all exchange partners.

Program Dates:

**Fall:** August 2014 – December 2014
- Arrival – August 26
- Orientation – August 27-28
- Classes Begin – August 31
- Classes/Finals End – December 18

**Spring:** January 2015 – May 2015
- Arrival – January 20
- Orientation – January 21-22
- Classes Begin – January 25
- Classes/Finals End – May 13

**Summer:** n/a

Estimated Costs: The USFQ exchangee will incur the following expenses:

USFQ tuition (not registration fees) and airfare

*In SNC:*
- **Medical Insurance:** $1400 per year / $700 per semester
- **Fees:** $60 per year / $60 per semester (one time orientation fee)
- **Books:** $1000 per year / $500 per semester
- **Personal expenses:** approx amount $1600 per year /$ 800 per semester (varies depending on each student’s personal budget)
- **Additional Expenses:** $130 optional bedding pack (sheets, mattress pad, blanket, pillow, laundry bag & towels); $180 SEVIS fee plus visa application fee

**Total per semester:** $1570 (airfare and personal expenses not included)
**Total per year:** $3140 (airfare and personal expenses not included)

Nota: Los valores mencionados en el rubro de costos fueron proporcionados por cada universidad. Son únicamente referencia y pueden variar.
Accommodation: Guaranteed on-campus housing in residence halls.

Number of students (at your university): 2200

Link to Academic Programs: [http://www.snc.edu/academics/programsanddegrees.html](http://www.snc.edu/academics/programsanddegrees.html)

**Academic Program Strengths/Programs/Majors** Art, Business, Communication, Computer Science, Humanities, International Business, International Studies, Music, Psychology, Political Science

**Very Important**
Education courses (EDUC) are not open to Exchange students. Due to the popularity of the Communication (COMM) major, many Communication (COMM) courses will not be available to exchange students. All other courses are open but may have prerequisites.

Subject Areas Restricted to Exchange Students:

**Link to course listings:** [www.snc.edu/registrar](http://www.snc.edu/registrar)

Please consult the course catalog for course descriptions and prerequisite information. Please also reference the Fall or Spring semester timetable of courses for courses offered in the term at hand.

**Scholarships available to USFQ Students: Room and board waiver**

**Additional Information:**

**Information to obtain the visa:** Students must prove that they have a bank account with sufficient funds to cover the exchange period ($2200/year or $1100/semester).

**NOTE:** The duties of the FLTA have changed considerably. As soon as we receive an updated FLTA policy from the Spanish faculty, we will forward it to you.

**ST. NORBERT COLLEGE POLICY FOR FOREIGN LANGUAGE TEACHING ASSISTANTS (FLTAs)**

I. The primary duties of a Foreign Language Teaching Assistant (FLTA) may include:

   A. Serving as a classroom assistant with specific language courses and occasionally with advanced courses.

   B. Preparing and conducting weekly practice and/or discussion sessions for language students; holding weekly office hours to assist students with grammar questions; conducting review sessions; engaging in individual conversation practice; and attending and promoting club meetings and activities.

II. FLTAs are strongly encouraged to do the following:

   A. Reside in the intercultural residence at St. Norbert College.

   B. Assist the Office of International Programming with implementing and supervising
programming throughout the SNC campus community.

C. Encourage and promote conversation in the foreign language.

D. Assist the Study Abroad Office with presentations and predeparture orientation sessions for SNC students going abroad.

E. Assist language instructors in grading exercises.

III. The FLTA receives a stipend of approximately $1,850 per semester in the form of a biweekly paycheck. The FLTA also receives a waiver of tuition, room and the Silver Meal Plan. Other expenses are the responsibility of the FLTA.

A. The stipend is based on the standard hourly wage for FLTAs ($8.00 per hour). Consistent with immigration regulations, the FLTA is expected to work approximately 15 per week and no more than 20 hours per week, and only when school is in session. The FLTA does not work during final exams week. The FLTA must take a course load consisting of three course credits per semester, which is the minimum full course of study at SNC. Enrolling in fewer than 3 courses per semester will result in a violation of immigration status.

B. Many of the fixed fees and expenses incurred by the FLTA that are not waived by the exchange agreement, will be placed as charges on their student account in the SNC Finance Office. Students will receive a bill one or two weeks after the semester begins, at which time they must pay in full or arrange a payment plan.

1. Orientation Fee: $60
2. Mandatory Health Insurance: institutional option approximately $1717 per semester (see “E” below.)
3. Books: approximately $400-$500 per semester
4. Bedding Packet (new sheets, blanket, mattress pad, towels): $100

C. If an FLTA resides in college-owned housing where utilities (gas and electricity) are billed separately from room charges, he or she is responsible for sharing those monthly utility fees with his or her roommates.

D. FLTAs are responsible for the cost of monthly residence hall room phone service, which all students must pay.

E. J-1 exchange visitors are required to purchase health insurance that meets U.S. State Department minimum. They will not be permitted to register for classes or begin employment until they have done so. All students are automatically enrolled in St. Norbert College’s student health insurance; students might be exempted from such insurance if they have other insurance that meets certain criteria.

IV. Prior to the beginning of classes each semester, the FLTA will meet with the Modern Languages and Literature faculty in his or her language to coordinate a schedule.