**ST. NORBERT COLLEGE**  
DE PERE, WISCONSIN USA

**Scholarship: Room and board waiver**  
Web Site: [www.snc.edu](http://www.snc.edu)

**Available spaces for academic year 2014-2015:** 3 one-year students per year OR 3 one-semester students per semester (total of six one-semester students)

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

**Costs:** The USFQ exchangee will incur the following expenses:
- **USFQ tuition (not registration fees) and airfare**
- **In SNC:**
  - **Medical Insurance:** $1100 per year / $550 per semester
  - **Fees:** $60 per year / $60 per semester (one time orientation fee)
  - **Books:** $600 per year / $300 per semester
  - **Personal expenses:** approx amount $ per year / $ per semester (varies depending on each student’s personal budget)
  - **Additional Expenses:** $130 optional bedding pack (sheets, mattress pad, blanket, pillow, laundry bag & towels); $200 Sevis fee plus visa application fee
- **Total per semester:** $1100 (airfare and personal expenses not included)
- **Total per year:** $2200 (airfare and personal expenses not included)

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

**Number of students (at your university):** 2200

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

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

**Information about courses:** [www.snc.edu/registrar](http://www.snc.edu/registrar)

**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**

Nota: Los valores mencionados en el rubro de costos fueron proporcionados por cada universidad. Son únicamente referencia y pueden variar
FOREIGN LANGUAGE TEACHING ASSISTANTS (FLTAs)

I. The primary duties of a Foreign Language Teaching Assistant (FLTA) are:
   A. Serve as a classroom assistant with specific language courses.
   B. Supervise weekly practice sessions for language students, such as language laboratory sessions, review sessions, conversation practice, and language club meetings and activities.

II. FLTAs are strongly encouraged to do the following:
   A. Reside in an intercultural residence at St. Norbert College.
   B. Assist with implementing and supervising programming in their residence and the language club.
   C. Take a leadership role in campus social/educational organizations that bring international students and U.S. students together.
   D. Encourage and promote conversation in the foreign language.
   E. Participate in pre-departure orientation sessions for SNC students going abroad.
   F. Assist language instructors in grading exercises.
   G. Give a short speech (three to five minutes) regarding their experiences at SNC at the International Student Farewell Ceremony in December or May.

III. The FLTA receives a stipend of approximately $3,700 spread out over the academic year in the form of a biweekly paycheck. The FLTA also receives a waiver of: tuition and most fees (activity fee, technology fee, Campus Center fee), room and board. 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, FLTAs must work no more than 20 hours per week (15 is typical), and only when school is in session. FLTAs do not work during final exams week. FLTAs 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 classes per semester will result in a violation of immigration status.

   In accordance with U.S. immigration law and regulations, FLTAs who are J-1 visa holders may not accept employment outside of the employment described above while school is in session. This includes other on-campus employment or any off-campus employment. When school is not in session, they may work only for an on-campus employer. Questions on this or any other aspect of visa
status should be directed to the J-1 Exchange Visitor Program Responsible Officer, Sarah Griffiths.

B. Many of the unwaived fixed fees and expenses incurred by the FLTA 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. $60: one-time orientation fee
2. $50/semester: health services fee
3. approximately $140/month: mandatory SNC health insurance (may be waived with proof of adequate insurance from home)
4. approximately $500/semester: textbooks
5. $130: one-time fee for bedding (new sheets, blanket, mattress pad, pillow, towels, laundry bag)

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 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 criteria (please see attached handout). They will not be permitted to register for classes or begin employment until they have done so.

IV. Prior to the beginning of classes each semester, each FLTA will meet with the Modern Languages and Literature faculty in his or her language and coordinate a schedule. This schedule will allow the FLTA time to meet regularly with specific language classes during the semester and attend the classes in which he or she is enrolled.

*Updated May 2010*