

Institutional Preferences Form

The Institutional Preferences Form enables a college or university to set out the terms on which it wishes to work with The Washington Center. As a current indication of the institution's intentions with respect to billing, credit and liaison arrangements, it enables Washington Center staff to describe these arrangements accurately to interested students and provides the standardization needed for an effective on-going relationship. The form is a non-binding document, and its terms may be changed at any time. If more information would be helpful, please call the Office of College and University Relations at the above number.

1.0 Institutional Information

Institution Name

Authorizing Official (President/Chancellor/Chief Academic Officer/Dean)

Title

Street Address

City

State/Province

Country

Zip

Email

Telephone

Fax

Signature

Date

2.0 Appointment of Campus Liaison

The institution has appointed the following individual to serve as The Washington Center sole or primary campus liaison. This individual is authorized to represent the institution by approving student applications and receiving all grades and other student reports. If a co-liaison is also to be appointed, please complete the information on the next page.

Name

Title

Department/Office

Street Address

City

State/Province

Country

Zip

Email

Telephone

Fax

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3.0 Appointment of Co-liaison (optional)

In addition to the above-named primary liaison, this individual is authorized to represent the institution, and may or may not be authorized to approve student applications. Although the co-liaison may approve applications, all grades and other reports will be sent to the primary liaison.

- This individual is authorized to approve applications.
 This individual is not authorized to approve applications.

If more than one co-liaison is appointed, please attach a separate sheet providing the information below. Please indicate if the individual is authorized to approve applications.

Name		Title
Department/Office		
Street Address		City
State/Province	Country	Zip
Email	Telephone	Fax

4.0 Academic Credit Arrangements

4.1 *Washington, D.C. Academic Internship Program*

The program consists of three major components: a four-day supervised internship, a required academic course that meets once a week for approximately three hours, and the Leadership Forum, which is held one day each week and includes a speakers series, site visits, civic engagement activities, panels, small-group discussions, a meeting on Capitol Hill with a member of Congress, an informational interview and other activities arranged with each intern's Washington Center academic program advisor. Students also develop a written portfolio that includes analysis and reflections on some of these activities, as well as other written assignments.

4.2 *Institution's calendar*

- Semester Quarter 4/1/4 Other _____

4.3 *Number of credits institution will generally award**

Spring or Fall Semester (15 weeks)

- ____ Total Credits
____ Internship
____ Academic Course
____ The Leadership Forum (portfolio, programming, etc)

Quarter or Summer Term (10 weeks)

- ____ Total Credits
____ Internship
____ Academic Course
____ The Leadership Forum (portfolio, programming, etc)

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Please explain any other credit arrangements and/or additional campus requirements below.

*Credit arrangements for academic seminars will be different from what is outlined above, so please complete the separate Institutional Preferences Form related to these offerings.

5.0 Fee Arrangements

5.1 The following fee arrangements will generally be used for participants in our Washington, D.C. academic internship program. The Washington Center strongly encourages institutions, whenever possible, to waive tuition or to pay all or part of students' program fees after students have paid tuition to the institution.

5.2 *Invoice arrangement**

Spring or Fall Semester (15 weeks)

Fees should be billed as follows:

- Send invoice to **institution** for program fee
- Send invoice to **institution** for housing fee
- Send invoice to **student** for program fee
- Send invoice to **student** for housing fee

Quarter or Summer Term (10 weeks)

Fees should be billed as follows:

- Send invoice to **institution** for program fee
- Send invoice to **institution** for housing fee
- Send invoice to **student** for program fee
- Send invoice to **student** for housing fee

*Fee arrangements for academic seminars will be different from what is outlined above, so please complete the separate Institutional Preferences Form related to these offerings.

5.3 *Tuition arrangement*

In working with your students, it is helpful for The Washington Center to be aware of their financial obligation to the institution. Please indicate below the basic arrangement for semesters or quarters during the academic year.

- | | |
|---|---|
| <input type="checkbox"/> Student is charged tuition and all of it is forwarded to The Washington Center | <input type="checkbox"/> Tuition is waived or paid through scholarship and student is charged amount on TWC invoice |
| <input type="checkbox"/> Student is charged tuition and part of it is forwarded to The Washington Center | <input type="checkbox"/> Student is double-charged TWC program fee and institution tuition |
| <input type="checkbox"/> Tuition is waived or paid through scholarship, and student pays The Washington Center directly | <input type="checkbox"/> Other _____ |

If arrangements differ in the summer term, please explain below.

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5.4 *Billing requirements, requests, or exceptions*

Please indicate any special billing requirements, requests or exceptions (e.g., separate fee structure for undergraduate/graduate students, in/out of state students). Please attach additional sheets if necessary.

6.0 Finance and Billing

Invoices for any fees to be paid by the institution should be sent to:

Name		Title
Department/Office		
Street Address		City
State/Province	Country	Zip
Email	Telephone	Fax

Please retain a copy of this Institutional Preferences Form for your records. **Please notify The Washington Center of any changes.**

Please send this form and any updated information to:
Office of Admissions Institutional Relations
The Washington Center
1333 16th Street, N.W.
Washington, D.C. 20036