

The Lebanese American University – Middle East Partnership Initiative Tomorrow’s Leaders Program

Student Agreement Terms and Conditions

Article I – Name and Purpose

- 1.1 The name of the program is the **Lebanese American University – U.S.-Middle East Partnership Initiative Tomorrow’s Leaders Program (LAU-MEPI TL)** and will be referred to hereinafter as LAU-MEPI TL throughout the Agreement.
- 1.2 The LAU-MEPI TL program is a joint effort between the U.S. Department of State, Bureau of Near Eastern Affairs Office of Assistance Coordination (NEA/AC) U.S.-Middle East Partnership Initiative (MEPI) and the Lebanese American University. LAU- MEPI TL provides educational opportunities to outstanding youth with leadership potential from different countries in the Arab World.
- 1.3 LAU-MEPI TL is a scholarship program that seeks to select the best high school students from groups and communities in different countries from the Middle East and North Africa region that have traditionally lacked systematic access to an American higher education system. LAU-MEPI TL will offer such students the opportunity to pursue their academic undergraduate education at LAU. Through high quality academic support, leadership development activities, and civic engagement opportunities, the program fosters professionalism, ethical conduct, and tolerance to enable the students to become globally competitive leaders and change agents in their respective societies.
- 1.4 The vision of the program is to prepare Arab leaders for the 21st century. One of the main goals of the program is to equip the students with the knowledge, skills, attitude and commitment necessary to develop their potential as future leaders of their respective countries. LAU-MEPI TL students will be able to communicate and interact, not only with each other, but also with other people from different cultural backgrounds.
- 1.5 LAU-MEPI TL students may select a major that contributes to their country’s development, from the university’s approved list of TL majors. A student can only pursue one major (no double majors) and up to one minor. Majors and minors are subject to approval by LAU-MEPI Management.
- 1.6 A student will not be allowed to change major based on poor academic performance unless the student is still in the first academic year (post preparatory year). A student can also change majors in the first academic year if they discover that the major is inapplicable to their interests and capabilities. The new major must be within the same duration of study of

their previous major or less in order to ensure timely graduation and no financial implications, and must be a major offered in for the TL program. Changing to a new major must be academically justified and is subject to approval. The student must submit an official request with a due justification explaining the reason to change the major and justifying the shift in career ambitions that were noted in the admissions application.

- 1.7 Students who were not residents of the TL country of study at the time of application to the program are required to exit the country of study within two weeks of graduation in order to return and contribute to their home country. Upon the recommendation of the Office of International Services, students unable to return to their home country will be given a ticket to a third country where they have family unless other arrangements are approved by LAU-MEPI TL in consultation with the U.S. Department of State. University TL staff will accompany students to the airport after graduation and students are required to return any university-sponsored residency permits to the university at that time.
- 1.8 The TL program offers full tuition scholarships to high school students from the Middle East and North Africa region, for up to four years starting in AY 2017-2018 (three years if enrolled directly as a Sophomore, four years if enrolled with remedial and/or intensive courses). TL students must graduate within four years, meaning that students who are enrolled in one or two semesters of required intensive English/college preparatory courses may be required to take summer courses. The TL scholarship will not cover any additional courses or other expenses beyond the approved years/semesters.

Article II – Eligibility for the Program

- 2.1 Male and female students will be selected by the Lebanese American University (LAU) and the MEPI TL from the pool of students recommended by AMIDEAST.
- 2.2 Selected students should have good academic standing, adequate knowledge of the English language, a proven record of accomplishment in extracurricular activities and/or community service, good communication skills, and leadership potential.
- 2.3 LAU and MEPI TL maintain equal opportunity in the selection of students, provided that LAU makes the final decision regarding which students are admitted to LAU.
- 2.4 All students will be selected according to LAU's admission policies.

Article III–LAU-MEPI TL Management

- 3.1 The LAU-MEPI TL will be under the direction of the Program Director of the LAU- MEPI TL program at the Lebanese American University (LAU) who shall be fully responsible for the overall management and direction of the LAU-MEPI TL program in coordination with the VP for SDEM, who shall consult with the President of the Lebanese American University regarding all major decisions.
- 3.2 The responsibilities of the LAU-MEPI TL Program Director shall include: (i) ensuring that the LAU-MEPI TL program goals and objectives are accomplished; (ii) supervising the development of special orientation programs, enrichment activities, leadership development activities and community service projects; (iii) providing guidance and support to the LAU-MEPI TL administration and students; (iv) managing the evaluation and monitoring of students' and program performance and progress; (v) ensuring that the LAU-MEPI TL students are abiding by LAU's policies and the LAU-MEPI TL program's terms and conditions; and (vi) taking the necessary disciplinary action to ensure that the program's terms and conditions are followed.
- 3.3 The LAU-MEPI-TL Program Director will be responsible for identifying student and faculty mentors for TL students. The Program Director will also be responsible for actively participating in furthering the mission of the LAU-MEPI TL program by providing meaningful experiences to students that enhance their performance and competencies. The Program Director guides students in understanding LAU policies and procedures and the LAU-MEPI TL program terms and conditions; assists students in adjusting to the LAU environment; coordinates and conducts regular meetings and special projects/group activities for LAU-MEPI TL students; documents student academic performance; evaluates LAU-MEPI TL students; follows-up on student internship performance and results; and participates in the planning and coordination of student activities such as retreats, seminars, trips, training programs, and conferences.

Article IV – LAU-MEPI TL Advisory Committee

- 4.1 An Advisory Committee shall be established by the LAU-MEPI TL Program Director, in consultation with the VP SDEM which includes Finance and the Recruitment and Selection Coordinator, to provide guidance and support to the LAU-MEPI TL program.
- 4.2 The Advisory Committee is chaired by the Program Director who oversees the LAU-

MEPI TL program. It comprises representation from LAU's academic and administrative departments that are involved with the LAU-MEPI TL program students. Members of the Advisory Committee include, in addition to the program coordinators, representatives from different LAU constituencies and departments as needed and on a case by case basis. All members of the Advisory Committee, including the Program Director, are voting members.

- 4.3 Roles and Responsibilities: The committee is primarily charged with the following responsibilities: (i) monitoring student selections; (ii) reviewing policies and procedures of the LAU-MEPI TL program; (iii) facilitating communication between the LAU-MEPI TL program and other LAU departments; (iv) handling student grievances, disciplinary issues, problems and issues of concern; and (v) monitoring program outcomes and assessments, and reviewing periodic reports.
- 4.4 Meetings: The Advisory Committee meets once every month or on a need/case basis. The LAU-MEPI TL Program Director will call for additional meetings as needed.

Article V- LAU-MEPI TL Program Benefits

The LAU-MEPI TL program provides the following opportunities and services for the students selected into the program:

- Full coverage of all applicable charges for enrollment, tuition, and fees.
- Medical insurance coverage.
- A monthly living allowance of USD//500// (five hundred American Dollars) for each month during which the student is engaged at LAU or with program-related activities during the academic year.
- A book allowance of USD//600// (six hundred American Dollars) per academic year.
- Full housing coverage at LAU's dormitories for the months during which the student is engaged at LAU or with program-related activities during the academic year.
- Leadership training, including team building, goal setting, time management, work ethics, public relations, networking skills, and other related skills.
- Exposure to and engagement in different community development projects and/or internships in Lebanon, the United States, and/or their home countries to learn about different forms of intervention and apply such learning back in their respective countries.
- Academic advising, mentoring services, and learning services.

The LAU-MEPI TL program also provides opportunities for students to participate in a semester abroad program at institutions in the United States. The timing and place of such program component will be decided jointly by LAU and MEPI, and the students will be notified accordingly.

Article VI- LAU-MEPI TL Student's Responsibilities

Each LAU-MEPI TL student is required to abide by the LAU- MEPI TL program's terms and conditions as follows:

- 6.1 Satisfactorily fulfill the requirements of the student's chosen degree program and undertake a full-time program of study.
- 6.2 Attend the LAU-MEPI TL Orientation program, and actively participate in LAU-MEPI TL scholarship meetings, seminars, retreats and conferences. TL meetings take place 1-2 times per month on average.
- 6.3 Engage positively and effectively in at least one extracurricular or community service activity each academic semester during the course of his/her study, allocating the time needed to perform each of the required activities.
- 6.4 To be actively engaged in MEPI TL program activities and not to miss any of the program's scheduled meetings or activities without an excuse acceptable to the MEPI TL administration. The student must notify the university TL administration in writing the reason(s) for being unable to attend an activity. Only two excused absences will be accepted each semester.
- 6.5 Complete at least two approved, substantive internships of at least approximately 6 weeks each in advance of approved graduation date (not in the final semester of study). One should be a professional internship related to the students' area of study/interest career and the other should focus on civic engagement. Generally one of the internships will take place in the student's home country unless not feasible due to conflict, etc. Students will not be allowed to delay graduation or stay in the country of study past graduation for internship purposes.
- 6.6 Write a 1000 word report documenting his/her effort and reflecting back on his/her experience at the end of each internship and after completing his/her semester abroad program at institutions in the U.S. when/if applicable.
- 6.7 Complete a semester abroad in the U.S. unless unable to do so due to academic probation, graduation schedule, health reasons, visa denial, etc.
- 6.8 Actively attend classes in line with the absence policy indicated in each course syllabus.
- 6.9 Work towards graduating within a period not to exceed four years from initial enrollment. The LAU-MEPI TL scholarship will not cover any additional courses or other expenses beyond the four years. All students are required to sign off on a contract sheet specifying their graduation date with the corresponding school and the TL program's academic coordinator.
- 6.10 Demonstrate teamwork, respect for others, especially for the diversity among LAU- MEPI TL scholars and other LAU colleagues. Discrimination towards others based on gender, religion, race, color or disability will not be tolerated.
- 6.11 Work cooperatively and respectfully with the LAU-MEPI TL program administration, with the understanding that staff members work to facilitate each student's success.
- 6.12 Respect and abide by the Lebanese American University's rules and policies as outlined in LAU's Catalog and Student Handbook, and as detailed on the LAU website (www.lau.edu.lb).
- 6.13 Understand that as a LAU-MEPI TL student, he/she cannot apply or accept any other scholarship or exchange program without the prior approval of the LAU-MEPI TL administration.
- 6.14 Follow all the LAU-MEPI TL program terms and conditions as cited in the LAU-MEPI

TL Program Scholarship Agreement.

- 6.15 As a LAU-MEPI TL student who is assigned residence in the University housing, familiarize him/herself with the student housing policies and regulations, and abide by them (http://www.lau.edu.lb/student-life/student_services.php).
- 6.16 Be actively engaged in the LAU-MEPI TL program activities and not miss any of the program scheduled meetings or activities without an excuse acceptable to the LAU- MEPI TL administration; only two unexcused absences will be tolerated each year.
- 6.17 Cooperate with an investigation should there be recurrent complaints from the LAU administration/academic departments regarding the student's performance, attitude, inappropriate behavior, violations, or infractions against the LAU-MEPI TL program expectations or University policies.
- 6.18 Participate in both the mentoring of new students in the program, and in the annual election process of TL student representatives. Each student will evaluate his/her mentees, the TL representatives, and the TL program administration at least once per year. Should the student be elected as a TL representative, he/she will become part of the Student Life administrative team of the program, and coordinate such activities with the program's administration.
- 6.19 Get approval by the LAU-MEPI TL Program Director for any major trips within Lebanon or travel outside Lebanon prior to any major trip/travel.
- 6.20 Each LAU-MEPI TL student is required to design a civic service Capstone project, based on his/her internship experience during his/her senior year.
- 6.21 Each LAU-MEPI TL student is required to take the following three courses developed by LAU as part of his/her leadership program:
 - Leadership in the Corp., NGOs and Public Sectors
 - Ethics in Leadership
 - Fundamentals of Conflict Resolution.
- 6.22 If a student requests to temporarily suspend her/his studies for a semester due to serious hardship such as family circumstances, physical or mental health reasons, etc., the request will be considered for approval on a case-by-case basis. However, temporary voluntary suspensions of study with continuance of the scholarship can only be approved if the student will still be able to graduate within the period of the grant (maximum of four years of study). In case of suspension of studies is approved, LAU-MEPI TL will communicate to the student the procedures and process for the student to leave to his/her home country during the suspension period.

Article VII- Grounds for Termination

The LAU-MEPI TL administration, LAU and MEPI (U.S. Department of State) have great confidence that all LAU- MEPI TL students will succeed in their academic programs and conduct themselves in a manner that reflects well on these institutions. A Student's scholarship may be terminated, at the sole discretion of the University and the U.S. State Department, if the student fails to fulfil any of the Student Responsibilities listed in this Agreement. Specific grounds for termination or suspension of students include, but are not limited to:

- 7.1 Violation of any laws and regulations of Lebanon or host country (in case of travel abroad).
- 7.2 Failure to observe satisfactory academic standards or code of conduct.
- 7.3 Failure to complete with satisfaction LAU's courses and other required academic work.

- 7.4 Achieve and maintain a cumulative major GPA of at least 3.0 and undertake not to fail/drop/withdraw from more than two courses (6 credit hours) throughout his/her undergraduate scholarship years. Students are not allowed to repeat any courses to improve their grade. A student who fails or drops/withdraws from more than two courses must pay for the additional wasted credit her/himself.
- 7.5 Students matriculating in or after Fall 2017 must maintain at least a 3.0 each semester in order to continue receiving their scholarships. If grades for a given semester are below a 3.0 average, the student will be on academic probation and have the next semester to raise his/her GPA to at least a 3.0. A student may petition for an additional semester to raise the GPA if experiencing serious health or other personal difficulties and if responding to counseling, tutoring, and other support provided, to be considered for approval on a case-by-case basis.
- 7.6 Students who matriculated prior to Fall 2017 will be allowed two semesters to raise their GPA to 3.0 without having to petition for the second semester.
- 7.7 Failure to achieve and maintain a GPA of 3.0 in the major courses, and a minimum cumulative GPA of 3.0, even after receiving support for moving out of academic probation as outlined above. Failure to attend program counseling, tutoring, and advising sessions.
- 7.8 Engagement in any unauthorized income-producing activity.
- 7.9 Physical or mental inability to carry out academic study.
- 7.10 Failure to abide by LAU's policies and regulations, mainly the LAU Code of Ethics, the LAU Code of Conduct, LAU's Financial Aid and Housing policies, and the LAU-MEPI TL & LAU policies stated in this agreement.
- 7.11 Receipt of more than two warning letters from LAU-MEPI TL administration.
- 7.12 In the event of dismissal from the LAU-MEPI TL program, the LAU-MEPI TL administration - in consultation with the Advisory Committee - may, but is not required to, convert the dismissal into a suspension from the program to allow application for re-admission following a minimum full semester suspension period.
- 7.13 If dismissal from the LAU-MEPI TL program is a result of violating the MEPI TL program requirements, provided that he/she did not violate any of LAU's policies, the LAU-MEPI TL student would lose the LAU-MEPI TL program scholarship, but may continue his/her studies at LAU with full responsibility for funding his/her education and all other benefits provided by the MEPI TL program.

Article VIII – Early Voluntary Terminations

Acceptance of a TL Scholarship by a Student constitutes an agreement between the Student, the University, and the Sponsor and represents a large expenditure of U.S. taxpayer dollars from the American people. It is expected that, barring unforeseen emergencies, Students will remain in the program for the full length of the program. A Student who leaves or resigns from the program prior to graduation may be required to reimburse the University and the U.S. Department of State for any expenditures made on his or her behalf, including but not limited to tuition and living expenses. Requests to resign from the program early will be considered by the University TL administration in consultation with NEA/AC on a case-by-case basis.

Article IX - Liability

The Lebanese American University and the U.S. Department of State and any LAU partner organization may not be held liable for any claims made during or after the period of the LAU-MEPI TL scholarship resulting from the student's failure to complete the LAU-MEPI TL scholarship as outlined in the LAU-MEPI TL Scholarship Agreement. LAU and any LAU partner organization have no responsibilities outside what is specified in the LAU-MEPI TL Scholarship Agreement.

By signing here below, the student is agreeing to waive any claim against LAU or any LAU partner organization involved in implementing this scholarship or arising out of or in connection with the LAU-MEPI TL program.

Article IX– Changes to this Agreement

The Lebanese American University has the right to change at will the terms and conditions of this Agreement. Such changes will become effective on the date of notification of such changes of all TL students who sign this agreement.

Student Name

Student Signature

Date

Country of Origin

LAU-MEPI TL STUDENT DECLARATION

I, the undersigned, _____, holding the student ID # _____ and enrolled in the LAU-MEPI TL program in 2017/2018, hereby certify that I have received a copy of the LAU-MEPI TL Program Scholarship Agreement issued in _____, and have read, understood and accepted it.

I pledge my commitment to its terms and conditions and any amendments that might occur thereon from time to time. I further attest and declare that I have fully read and understood this document, and that I do agree to abide by all its terms and conditions.

I further attest and undertake to hold LAU and the U.S. Department of State totally, unequivocally and completely harmless from any liability of any kind or nature that might result, occur or stem from my participation in the LAU- MEPI TL Scholarship Program.

Student Name

Student Signature

Date

Country of Origin