

**Letter of Agreement Between  
MINOT STATE UNIVERSITY  
and  
FLORENCE SCHOOL OF FINE ARTS**

This Letter of Agreement ("Agreement") between Minot State University ("MSU"), located at 500 University Ave West, Minot, ND 58707, USA, and Florence School of Fine Arts SNC ("FSFA"), with its main address at Borgo Santa Croce 8, 50122 Florence Italy, in recognition of the mutual benefits of scholastic interaction between them, and in the spirit of mutual cooperation and understanding, agree to the following terms.

**I. PROGRAM OBJECTIVES**

The institutions named above jointly agree to develop and implement a study abroad program offering coursework and related activities for Minot State University. The program shall be pursued in accordance with the conditions noted below. The purpose is to enhance mutually beneficial interaction between these institutions, to advance education in the arts, and to strengthen cooperation between the institutions.

For the purposes of this Agreement, Minot State University shall be referred to as the "Home Institution" and the Florence School of Fine Arts shall be referred to as the "Host Institution."

The "Program" description is outlined in the attached **Appendix 1- PROGRAM DEFINITION**.

**II. PARTICIPANTS**

**A. ELIGIBILITY REQUIREMENTS**

It is understood the Home Institution will strive to select only individuals of the highest quality for participation in the program. Eligibility requirements include:

1. Student must have completed 24 college credits prior to the term abroad.
2. Student must have a minimum cumulative GPA of 2.5.
3. Student must pass requisite disciplinary background checks.
4. Student must submit a full Study Abroad Application to the MSU Office of International Programs, and receive approval to participate in the FSFA program
5. The Host Institution reserves the right of final approval of the individuals nominated by the Home Institution.
6. The Program is open to all students enrolled at the Home Institution.

The Home Institution will collect and forward applications to the Host Institution by the following dates:

Fall Semester: March 15  
Spring Semester: October 15  
Summer Term: March 15

Both institutions subscribe to a policy of equal opportunity and will not discriminate on the basis of race, color, gender, age, height, weight, marital or familial status, ethnicity, religion, national origin, or disability.

**B. NUMBER OF PARTICIPANTS**

There is no minimum or maximum number of students who may participate in the Program. The number of students admitted into the Program each semester or term is subject to approval by the Host Institution. There is no reciprocity required for the study abroad aspect of this agreement.

### **C. STUDENT CONDUCT**

Participants in the Program will be governed by both the Home and Host Institution policies, regulations and performance standards. These rules will be discussed and distributed to each student during the pre-departure and arrival orientations.

It is understood that the actions of any student participating in the Program are not acts made on behalf of the Home Institution, nor on behalf of the Host Institution. It is agreed that neither institutions are responsible for the individual acts of the participants or the results flowing from such acts.

The Host Institution may recommend to the Home Institution the removal or withdrawal of a student if the achievement, academic progress, conduct, adjustment, or health of the student does not warrant continuation or if the student's behavior fails to conform to applicable regulations of the Host Institution. Such recommendation shall be in writing and shall specify the basis for the Host Institution's recommendation.

## **III. ACADEMIC RECORDS**

### **A. CREDIT LOAD**

Students will be enrolled in the following number of academic credits at the Host Institution:

1. Semester programs: minimum of 12 credits, maximum 15 credits.
2. Summer term programs: minimum of 3 credits, maximum 6 credits.

Note: During the application process, students will indicate their preferred and alternate course choices. To open a course there must be a minimum of 4 students who have requested a course. Course registration will be finalized during the first few days of the term, after arrival in Florence.

### **B. TRANSCRIPTS**

The Host Institution will send official academic transcripts to the Home Institution's Office of International Programs for each participant in the Program. The transcripts shall be sent within 6 weeks after Program completion.

### **C. COURSE EQUIVALENCY**

The Home Institution Director (MSU Office of International Programs) will review the Host Institution transcript and submit an internal transcript evaluation to the MSU Registrar's Office for recording of credit hours earned and appropriate course equivalency, as indicated in **Appendix 3 – MSU/FSFA COURSE EQUIVALENCIES**.

## **IV. TUITION AND EXPENSES FOR PARTICIPANTS**

### **A. PROGRAM FEE per student is:**

- Academic Semester: \$9,250 USD (nine thousand two hundred fifty)  
Summer Term: \$4,450 UDS (four thousand four hundred fifty)

The program fee may be adjusted, upon mutual agreement between both institutions, to reflect currency fluctuation, cost of living, and tuition increases at either the Home or Host Institution, etc.

#### B. PROGRAM FEE INCLUDES:

- Tuition (Semester: up to 15 credits. Summer: up to 6 credits)
- Apartment-style housing (multiple occupancy bedroom)
- Admissions services
- Guidance and assistance during student visa application (visa fees are extra)
- Pre-departure assistance by Florence School of Fine Arts Staff, including a copy of Florence School of Fine Arts detailed pre-departure handbook
- Airport pick up
- Florence welcome reception
- Comprehensive on-site orientation program
- Historical Florence guided walk
- Wireless internet access at Florence School campus
- On-site program coordinator who provides advising and personal assistance throughout the Program
- 24-hour emergency support
- Cultural activities and optional excursions
- Florence School of Fine Arts academic credit and official transcript

Additional costs and related expenses that are not covered by the above indicated Program Fee are outlined in **Appendix 2 – ADDITIONAL COSTS AND RELATED EXPENSES.**

#### C. PAYMENTS

An invoice will be issued by the Host Institution directly to each Participant.

Payments will be made by Participants to the Host Institution via wire transfer, according to the following schedules:

##### Fall Semester:

March 29- \$700 USD non-refundable program deposit (to be deducted from total) due;  
August 1 - Remaining balance of program fee due.\*

##### Spring Semester:

October 29-\$700 USD non-refundable program deposit (to be deducted from total) due;  
December 1 - Remaining balance of program fee due\*

##### Summer Term:

March 15 -\$700 USD non-refundable program deposit (to be deducted from total) due;  
April 1- Final remaining balance of program fee due\*

\*Payment deferment for financial aid disbursement: If a Participant is receiving financial aid to cover the costs of the program, the Home Institution's Financial Aid Office can complete a "Promissory Note Form" that will validate the Participant's award package and the date of disbursement. The Participant will then be allowed to postpone the final payment of remaining program fees until one week after the financial aid disbursement date.

#### D. CANCELLATION PENALTIES AND REFUNDS

If, for any reason, an admitted student cannot participate in the Program, the Home Institution must inform the Host Institution in writing. Official cancellation from the Program is effective on the date that written notification is received by the Host Institution.

Date of cancellation:	Cancellation fee will be:
After application submitted	\$700 USD non-refundable deposit
90 – 60 days prior to the start of a term	10% of the full program fee
59 – 46 days prior to the start of a term	20% of the full program fee
45 – 31 days prior to the start of a term	40% of the full program fee
30 – 8 days prior to the start of a term	50% of the full program fee
7 days or less prior to the start of a term	100% of the full program fee

#### V. STUDENT HOUSING

A. Student housing for all Program participants will be provided by the Host Institution.

B. Housing assignments will be provided upon arrival in Florence, on the date indicated in the Host Institution's published calendar.

C. Students will have access to their apartment on the published check-in day. Early arrivals cannot be accommodated. Students who arrive in Florence before the check-in day must find alternate housing arrangements until the official check-in day. Check-in day is considered the start of the term.

D. Housing is provided in an apartment setting; multiple occupancy bedrooms. Each bedroom has 2 beds, tables with lamps, and dressers. The apartments are completely furnished with fully equipped kitchens, a washing machine, internet access, pillows, sheets and blankets. Participants must provide their own towels. The apartments are managed and supervised by the Host Institution.

E. Meals: The apartment kitchens are fully equipped with pots, pans, dishes, utensils, etc. Participants will shop at the local grocery stores and prepare meals at home. This is a great way to for students to become immersed in the local culture and eat healthy. Food shopping is very affordable in Florence.

F. Single rooms may be requested for an additional fee of approximately \$1,880 USD per semester (one thousand eight hundred and eighty dollars) or \$1025 USD for summer (one thousand twenty-five). Note: Expect an increase of approximately + 3% each year after 2022. There are a limited number of single-bed rooms and if a student's housing request cannot be honored, the student will be informed and assigned according to availability.

G. Utilities (water, electricity and gas) are included in housing costs, provided they do not exceed 70 euro per month per person. Any costs above the average will be charged to the students sharing the apartment, who will then have to share and pay for these costs. Students will be responsible for damage to apartments; transcripts may be held until damage costs are paid.

**VI. HEALTH INSURANCE**

A. All Participants in the Program must be covered by an international medical and emergency insurance plan valid for use while traveling to and from the Host Institution and during the entire period of study at the Host Institution.

B. The Home Institution will designate the insurance policy and facilitate each student's enrollment into the plan. The insurance policy will include the following benefits: major medical, emergency evacuation, legal assistance, accidental death and dismemberment, and repatriation of remains.

C. The costs for this insurance is not included in the Program Fee and will be paid by the Participants.

D. The Host Institution agrees to make emergency medical services available to a Participant when necessary. Any costs for such services shall be borne by the Participant.

**VII. VISAS/TRAVEL DOCUMENTS**

The Host Institution will assist Participants, to the fullest extent possible, in obtaining visas and other residency documents (Permesso di Soggiorno) required by the government of the host country. Costs related to the student visa and residence permit will be paid by the Participant.

**VIII. INDEMNIFICATION AND INSURANCE**

The Host Institution shall maintain throughout the term of this Agreement, at its own cost and expense, a general liability insurance policy in at least one million Euros (€1,000,000) per occurrence. Upon request, Host Institution shall provide Home Institution with evidence of such coverage in the form of Certificate(s) of Insurance.

Host and Home Institutions agree to indemnify each other and hold harmless their officers, directors, employees, students and agents from and against any and all claims, demands, actions, settlements, or judgments, including attorneys' fees and litigation expenses, based upon or arising out of activities described in this Agreement, to the extent that such claims, demands, actions, settlements, or judgments are occasioned by the negligent acts or omissions of their agents or employees.

The parties are not responsible for and shall not assume any liability for hospital, health insurance, or medical fees for the program Participants.

**IX. MISCELLANEOUS**

A. No agency: Nothing herein shall be construed to create an agency relationship between the Home and Host Institutions, or any employment relationship between the Institutions and any faculty or staff member provided under this Program. The parties are independent contractors and no legal relationship is intended by this Agreement.

B. Compliance with laws: The parties will comply with all applicable state and federal laws and regulations when performing their obligations hereunder.

C. Use of logos, etc.: Neither the Home nor the Host Institution may use any identifying marks of the other without the prior written permission of the other party.

- D. Force Majeure: A delay or failure of performance by either party that is caused by occurrences beyond the control of that party shall not constitute default hereunder or give rise to any claim for damages.
- E. Severability: If any section or provision of this Agreement is held illegal, unenforceable or in conflict with any law by a court of competent jurisdiction, such section or provision of this Agreement shall be deemed severed from this Agreement and the validity of the remainder of this Agreement shall not be affected thereby.
- F. Whole Agreement and Amendments: This Agreement contains the entire agreement between the parties hereto and shall not be modified, amended or supplemented, or any rights herein waived, unless such amendment or modification to this Agreement is (i) in writing; (ii) refers to this Agreement; and (iii) executed by an authorized representative of each party. This Agreement supersedes any and all previous agreements, whether written or oral, between the parties.

**X. ADMINISTRATION OF PROGRAM, AMMENDMENTS, NOTICES**

- A. Each party will appoint a director who will be responsible for the coordination and administration of the Program ("Program Director").

The designated Program Director at Minot State University is:

*Ms. Libby Claerbout, director of international programs*  
*Minot State University*  
*500 University Ave West*  
*Minot, ND 58707, USA*  
*Telephone: +1-701-858-4155*  
*E-mail: [libby.claerbout@minotstateu.edu](mailto:libby.claerbout@minotstateu.edu)*

The designated Program Director at Florence School of Fine Arts is:

*Ms. Melania Lanzini*  
*Casa del Vasari Borgo Santa Croce 8*  
*Florence, Italy 50122*  
*Telephone: +39-331-102-0024*  
*E-mail: [dir@theflorenceschool.it](mailto:dir@theflorenceschool.it)*

- B. The Host Institution will provide student support services for all participants; and the Program Director of the Host Institution will be responsible for general supervision of the participants. The Host Institution will provide orientation for all participants upon arrival.
- C. The Home Institution will provide a pre-departure orientation for all participants. The Home Institution also agrees to promote the Program on its campus to include: website, email, departmental meetings, presentations, print publicity material.
- D. Any additions, changes, or deletions to this agreement must be approved by the Program Directors of both institutions.

## XI. TERM and TERMINATION

This agreement will be effective from the date of its signing by both parties and will end June 30, 2024. This agreement may be cancelled by either party in writing so long as such time is not less than 240 days prior to the beginning of the Host Institution's program start dates. In the event that the Home Institution cancels this agreement on or before December 1, each calendar year, any deposits made by the Home Institution pursuant to paragraph IV (a) may be forfeited by the Home Institution pursuant to the terms of the Cancellation and Refund Policy. At the end of the initial term, this Agreement may be renewed by mutual written agreement updating dates automatically.

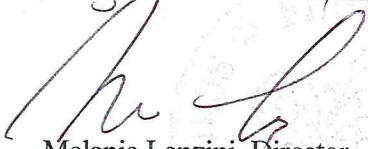
## XII. AUTHORIZATION

The persons executing this Agreement on behalf of Florence School of Fine Arts and Minot State University represent that they are duly authorized to do so.

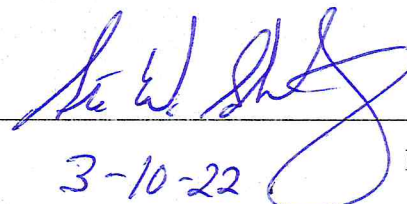
The undersigned, by their signatures, approve the preceding Agreement.

For: Florence School of Fine Arts

For: Minot State University

August 31, 2021  
Date  
  
Melania Lanzini, Director

Florence School of Fine Arts  
Borgo Santa Croce 8, Florence  
Italy

3-10-22  
Date  


President Steven Shirley, PhD.  
Minot State University  
500 University Ave W, Minot, ND 58707  
U.S.A.

## **APPENDIX 1- PROGRAM DEFINITION**

Florence School of Fine Arts is an approved study abroad program for Minot State University students. The Florence School of Fine Arts provides a unique experience to art majors. It is a contemporary and dynamic program that offers accredited courses in studio art, art history, humanities, and Italian culture and language. This program allows students to participate in the rich cultural life of Florence and gain a deep understanding of Italian art and culture.

The Florence School of Fine Arts offers an extensive and specialized selection of art classes not typically offered in other study abroad programs in Italy. Students may choose to do undergraduate art coursework in printmaking, painting, drawing, book arts, video, photography graphic and digital design, and performance and installation art, and more. Classes are available from beginning to advanced levels, and all are taught in English.

The Florence School of Fine Arts offers students the option to study for an entire academic year (24-30 credits), one semester (12-15 credits), or for a short term summer period (3-6 credits).

Class enrollment is limited to small groups (5 or 6 per course) to ensure that the highly qualified artist teachers can provide students with individualized attention.

## APPENDIX 2 - ADDITIONAL COSTS AND RELATED EXPENSES

### The Student Program Fee does not include:

Airfare • Passport fees • Books • Optional field trips • Studio and class lab fees (see below) • Personal expenses • Personal materials and supplies • Meals • Some class site visits • Italian visa • Italian residence permit • Italian Health Insurance Policy (INA) • Mandatory emergency health insurance • General Fee and Student Activity (see below)

### General Fee and Student Activity:

The general student activity fee of \$300 USD pays for the following services:

- Pre-departure advising by Florence School staff in US and Italy
- 24-hour emergency phone service and trained health and security staff on campus at all times when Florence School is open
- Assistance with medical and other personal needs
- Assistance with health insurance and police registration
- Internet access in Florence School's educational facilities (WiFi)
- Black and white printing from student computers
- A full orientation program which includes lectures, tours of FSFA's facilities, nearby stores and markets, and major art sites
- Guest lectures, gallery exhibitions and student exhibitions
- Film Night

### Studio and Class Lab Fees:

Certain studio art and academic classes require additional lab fees not included in the Program Fee. Studio and class fees will be paid after final course registration in Florence.

Studio Arts:	Print Media:	Photography:	Academic Dept. :	Art History:
Painting – 80 € Drawing – 80 €	Etching – 150 € Lithography – 150 € Letterpress – 150 € Silkscreen – 150 € Book Arts – 150 € Papermaking – 90 €	B&W – 150 € Digital – 80 € Alternative Processes- 150 € Wet Plate Collodion – 150 €	Art History (Renaissance - Contemporary) – 90 € Cinema Studies – 80 €	30 € for extra art history site visits

### Final Student Housing Cleaning/Damage Fee:

This fee of \$125 USD is billed to every student. It covers the final cleaning of apartment and hygienic bed-linen washing, and bed linen replacement if necessary due to stains, tears, loss or excessively dirty. The fee can be paid prior to arrival or in Florence during the arrival orientation.

### APPENDIX 3- MSU/FSFA COURSE EQUIVALENCIES (page 1)

#### MSU STUDY ABROAD IN FLORENCE, ITALY: FLORENCE SCHOOL OF FINE ARTS

The following courses have been granted equivalencies and approved for credit by the MSU Art Department. Inclusion of courses on this site does not guarantee that a course will be offered every term.

#### COURSES WITH APPROVED MSU EQUIVALENCY

MSU EQUIVALENT COURSE			FLORENCE SCHOOL OF FINE ARTS COURSE	
MSU course number	name of course	Cred	FSFA course number	FSFA course name
ART 130	Drawing I	3	DRWG 210	Drawing Studio I
ART 231	Figure Drawing I	3	DRWG 310	Drawing Studio II
ART 320	Advanced Drawing & Painting	3	DRWG 370	Florence Sketchbook
ART 320	Advanced Drawing & Painting	3	DRWG 410	Drawing Studio III
ART 220	Painting I	3	PNTG 240	Painting Studio I
ART 320	Advanced Drawing & Painting	3	PNTG 340	Painting Studio II
ART 494	Independent Art Studio	3	PNTG 440	Painting Studio III
ART 270	Printmaking I	3	PRMK 241	Etching Studio I
ART 360	Advanced Photography & Printmaking	3	PRMK 341	Etching Studio II
ART 360	Advanced Photography & Printmaking	3	PRMK 441	Etching Studio III
ART 360	Advanced Photography & Printmaking	3	PRMK 231	Lithography Studio I
ART 360	Advanced Photography & Printmaking	3	PRMK 331	Lithography Studio II
ART 360	Advanced Photography & Printmaking	3	PRMK 421	Lithography Studio III
ART 270	Printmaking I	3	PRMK 308	Introduction to Letterpress
ART 360	Advanced Photography & Printmaking	3	PRMK 311	Innovative Letterpress


**APPENDIX 3- MSU/FSFA COURSE EQUIVALENCIES (page 2)**

ART 360	Advanced Photography & Printmaking	3		PRMK 411	Letterpress III
ART 270	Printmaking I	3		PRMK 209	Silkscreen I
ART 360	Advanced Photography & Printmaking	3		PRMK 309	Silkscreen II
ART 360	Advanced Photography & Printmaking	3		PRMK 409	Silkscreen III
ART 274	Paper Works	3		PRMK 357	Artists' Books and Self Publishing
ART 213	Graphic Design I	3		GD 220	Graphic Design
ART 360	Advanced Graphic Design and Illustration	3		ILL 278	Illustration
ART 494	Independent Art Studio	3		ILL 330	Illustration and Publishing on the Risograph
ART 494	Independent Art Studio	3		GD 350	Interaction Design w Augmented Reality
ART 360	Advanced Graphic Design and Illustration	3		DIGT 356	Intro to Web Design
ART 360	Advanced Photography & Printmaking	3		PHOT 248	Black and White Photo Studio I
ART 360	Printmaking	3		PHOT 348	Photo Studio II
ART 180	Digital Photography	3		PHOT 342	Digital Photography I
ART 494	Independent Art Studio	3		PHOT 343	Digital Photography II
ART 370	Advanced Photography & Printmaking	3		PHOT 378	Alternative Processes
ART 494	Independent Art Studio	3		PHOT 448	Photo Studio III
ART 314	Art History Topics	3		PHOT 240	History of Photography
ART 370	Independent Art Studio	3		VIDO 271	Video Studio I
ART 494	Independent Art Studio	3		VIDO 371	Video Studio II
ART 494	Independent Art Studio	3		VIDO 471	Video Studio III
ART 420	Advanced Study in Art History	3		ARTH 383	Early Italian Renaissance


APPENDIX 3- MSU/FSFA COURSE EQUIVALENCIES (page 3)

ART 420	Advanced Study in Art History	3	ARTH 393	High Renaissance and Mannerism
ART 310	Art History: Modernism and Postmodernism	3	ARTH 395	Contemporary Art History

Courses approved by:

  
 Ryan Stander, Associate Professor of Art

Courses approved by:

  
 Bill Harbort, Chair of Art and Professional Communication