The National Student Exchange Program (NSEP) is a Consortium of state-supported colleges and universities which provides students an opportunity to exchange campuses, for up to one academic year, between member institutions in other areas of the United States. On July 27, 1978, the Board of Regents approved the University of Hawai‘i's participation in NSEP, and delegated to the President authority to set policy and administrative procedures for participation by respective Units.

Membership by an institution in NSEP is an agreement to reciprocate with other members in the Admission of a limited number of exchange students, with provision for special tuition arrangements. She NSEP is viewed by the University of Hawai‘i as essentially a student service program supported by participant fees.

Accordingly, the following objectives, policies, and procedures are established to govern participation in the NSEP by UH units and campuses of the University of Hawai‘i.

II. OBJECTIVES

The objectives of the University of Hawai‘i's participation in the National Student Exchange Program are to:

(1) Provide University of Hawai‘i students with the opportunity to enroll at member institutions in other areas of the United States through exchange placements involving reduced tuition and fees.

(2) Operate the program on a self-supporting basis through the collection of participant fees.

III. POLICIES

(1) The President authorizes membership in the NSEP by individual Campuses of the University of Hawai‘i. UH-Mānoa and UH-Hilo are currently authorized to participate.
(2) Each campus participating in the NSEP must make provision to pay to the NSEP Consortium:

(a) the annual campus institutional membership fee; and

(b) such additional fees per participant as may be set by the NSEP.

(3) The President approves a student application/placement fee for each Campus, under the authority delegated to him by the Board of Regents in Section 6-1 of the Board of Regents Bylaws and Policies. An application/placement fee of $40 per participant is approved for UH-Mānoa and UH-Hilo. This application fee is non-refundable unless a student, who has indicated at least three choices for exchange, is not placed. A student who applies but withdraws after placement, forfeits the fee.

(4) Revenues from the application/placement fee are to be used to pay the institutional membership fees, participant fees due the NSEP Consortium, program expenses, and expenses for one University of Hawai‘i representative to attend the annual national meeting of the Consortium.

(5) Under the authority delegated to him by the Board of Regents in Section 6-1 of the Board of Regents Bylaws and Policies, the President approves a program fee of $15 per student to be assessed all incoming exchange students. Revenues from the $15 program fee are to be used to pay for appropriate and necessary orientation activities and educational services provided to incoming exchange students.

(6) The maximum level of participation at UH-Mānoa is 200 incoming and 200 outgoing students. The maximum level of participation at UH-Hilo is 50 incoming and 50 outgoing students. As a general rule, participating units strive to arrange exchanges so that the numbers of outgoing and incoming students are equal.

(7) Participation by non-resident students of the University of Hawai‘i in the NSEP is permitted on a space-available basis, after demand for participation by residents is fully satisfied.

(8) The Vice President for Student Affairs at Mānoa and the Chancellors of any other participating Unit are responsible for the management of the NSEP on campuses under their jurisdiction, in conformance with these policies and procedures.

IV. ADMINISTRATIVE PROCEDURES

(1) With the approval of appropriate state agencies, the Vice President for Finance and Operations maintains an account within
the University which is used to transact fiscal matters pertaining to the University's participation in the NSEP.

(2) Additional campuses of the University of Hawai‘i system may request authorization from the President to participate in the NSEP when there is sufficient student interest to suggest that self-support can be achieved by maintaining a participant fee level that does not discourage participation.

(3) The Vice President for Student Affairs at Mānoa and the Chancellor of any other participating Units shall select the University of Hawai‘i representative to the annual meeting of the NSEP Consortium, and agree on the appropriate sharing of travel expenses for this purpose.

(4) Each participating Campus will provide for reduced tuition and fees for incoming and outgoing NSEP students in one of the two ways permitted by University and NSEP policy:

(a) Plan A, which permits the payment of resident or reduced tuition and fees at the institution the student attends while on exchange. Such reciprocal agreements for the waiver of the nonresident tuition differential are authorized by Section 304-4, Hawai‘i Revised Statutes.

(b) Plan B, which permits the payment of tuition and fees at the student's bone institution, under the condition that incoming students accepted under this plan be granted tuition waivers, which shall be counted against the tuition waivers allocated to the Campus under the applicable provisions of law.