



1333 16th Street, N.W.
 Washington, D.C. 20036-2205
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 www.twc.edu/info@twc.edu

Institutional Affiliation Agreement Form

The Institutional Affiliation Agreement Form is a non-binding document, and its terms may be changed at any time. It serves 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 affiliation. If more background on affiliation would be helpful, please call us at the above number or visit our website at www.twc.edu/schools/default.shtml.

1.0 Request for Affiliation

Dillard University		
Institution Name		
David V. Taylor, Provost and Senior V.P. for Academic Affairs		
President/Chancellor/Chief Academic Officer of Institution		
2601 Gentilly Blvd.	New Orleans	
Street Address	City	
Louisiana	U.S.	70122
State/Province	Country	Zip
dvtaylor@dillard.edu	(504) 816-4662	(504) 816-4144
Email	Telephone	Fax
<i>David V. Taylor</i>		9/3/10
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.

David V. Taylor, Provost & Senior V.P. for Academic Affairs		
Name		
Academic Affairs		
Department/Office		
2601 Gentilly Blvd.	New Orleans	
Street Address	City	
Louisiana	U.S.	70122
State/Province	Country	Zip
dvtaylor@dillard.edu	(504) 816-4662	(504) 816-4144
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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: Phyllis W. Dawkins, Assoc. Provost & Assoc. V.P. for Academic Affairs
 Title: _____

Academic Affairs
 Department/Office: _____

2601 Gentilly Blvd.
 Street Address: _____
 New Orleans
 City: _____

Louisiana
 State/Province: _____
 U.S.
 Country: _____
 70122
 Zip: _____

pdawkins@llard.edu
 Email: _____
 (504) 816-4216
 Telephone: _____
 (504) 816-4144
 Fax: _____

4.0 Academic Credit Arrangements

4.1 *Interim program*
 The interim program consists of three major components: a four- or four-and-one-half day supervised internship, a required academic course that meets once a week for approximately three hours, and The Leadership Forum, a scheduled program of activities that include, but are not limited to, a lecture series, meetings on Capitol Hill with members of Congress, site visits, informational interviews, small group discussion meetings, and other activities arranged with each intern's Washington Center program advisors. Students also develop a written portfolio which includes analysis and reflections on some of these activities, as well as other written assignments.

4.2 *Institution's calendar*
 Semester Quarter 4/14 Other _____

4.3 Number of credits institution will generally award*

15-Week Washington, D.C. Internship Program
 Spring or Fall Semester 15
 Total Credits _____
 Internship _____
 Academic Course _____
 The Leadership Forum (portfolio, programming, etc) _____
 10-Week Washington, D.C. Internship Program
 Quarter or Summer Term _____
 Total Credits _____
 Internship _____
 Academic Course _____
 The Leadership Forum (portfolio, programming, etc) _____

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

*Credit arrangements for our intern abroad programs and seminars will likely be different from what is outlined above. Please contact us at your convenience at info@twc.edu to discuss these arrangements or attach a separate document detailing how credit will be awarded.

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5.0 Fee Arrangements

5.1 The following fee arrangements will generally be used for participants in our Washington, D.C. Internship Program.

We will contact you as necessary to determine billing arrangements for our intern abroad and seminar programs.

Alternatively, please attach a separate document describing fee arrangements for those programs.

Please refer to www.twc.edu/schools/how to affiliate, billings.html for suggestions on any fee arrangements. The Washington Center strongly encourages institutions, whenever possible, to waive tuition or to pay all or part of the program fees after students

have paid tuition to the institution.

5.2 Final Invoice Arrangement

15-Week Washington, D.C. Internship Program

Spring and Fall Semester

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

10-Week Washington, D.C. Internship Program

Quarter or Summer Term

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

Or

Send invoices as detailed below. Please use 2010 fees and update as needed in future years.

15-Week Washington, D.C. Internship Program

Spring and Fall Semester

Institution Pays \$ 6940

Student Pays \$ _____

10-Week Washington, D.C. Internship Program

Quarter or Summer Term

Institution Pays \$ _____

Student Pays \$ _____

5.3 Tuition Fee Arrangement

In dealing 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.

Student is charged tuition and all of it is forwarded to

The Washington Center

Student is charged tuition and part of it is forwarded to

The Washington Center

Other _____

Student is double-charged IWC program fee and institution tuition

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.

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6.0 Finance & Billing

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

Name Rula Lynch, Accountant Title

Department/Office Business & Finance

Street Address 2601 Gentilly Blvd. City New Orleans

State/Province Louisiana Country U.S. Zip 70122

Email elynch@dillard.edu Telephone (504) 816-4652 Fax (504) 816-4377

Please retain a copy of the Affiliation Agreement for your records. Please notify the Washington Center of any changes.

Please send this form and any updated information to:

Department of Institutional Relations
The Washington Center
1333 16th Street, N.W.
Washington, D.C. 20036