

THE PANTHEON INSTITUTE
c/o Romolo Martemucci
40 Clinton Street, Apt. PHE
Brooklyn, NY 11201 USA
Phone: 814 360 7238

THE PANTHEON INSTITUTE
Via del Pantheon 57
00186 – ROME - IT
Phone: +39 06 9453 9142
Fax: +39 06 45426423

MEMORANDUM OF UNDERSTANDING

between

STUDENT: -----

and

THE PANTHEON INSTITUTE IN ROME

For the Term: Spring 24

The Student, _____ ("STUDENT"), who currently studies at _____ ("HOME INSTITUTION"), and **The Pantheon Institute in Rome, Italy** ("INSTITUTE") agree to work together as specified in this document.

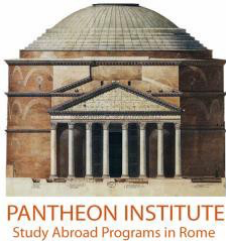
I. PURPOSE OF THE AGREEMENT

The purposes of this agreement between STUDENT and INSTITUTE are to define educational programs offered by the INSTITUTE and enrolled in by STUDENT, and to identify the rights and responsibilities of the parties in the ongoing working relationship this agreement creates.

II. RESPONSIBILITIES OF THE INSTITUTE

To achieve the purposes stated above the INSTITUTE will, insofar as its means and the laws of the Republic of Italy and the United States will allow, be responsible for:

1. Providing appropriate academic facilities including, sufficiently equipped classrooms, architecture studios, study rooms, computer lab, and adequate reference resources (library, web access, etc.); for architecture, liberal arts, and other student disciplines;
2. Operating two academic semester programs (Fall and Spring terms) and Summer programs with dates closely related to the academic calendar at most US universities.
3. Providing accredited courses for students of architecture, liberal arts, and all other disciplines offered each semester at the INSTITUTE and taught by qualified faculty selected by the INSTITUTE;
4. Providing appropriate housing for each student participating in the program for the full duration of his/her period of enrollment;
5. Providing a pre-departure handbook, a student handbook, and a housing handbook documenting all the rules, regulations and policies regarding participation in the program as well as helpful information for living and studying in Italy, emergency procedures and phone numbers, and other relevant and supportive information;
6. Offering optional and required co-curricular and extra-curricular activities, field trip planning and excursion planning for both academic and recreational pursuits; as per agreed upon calendar of classes, field trips and events;
7. Providing a support staff (i.e., a Program Director, a Student Services Coordinator and Assistants) on site to meet the needs of students while attending the program. This will include individuals responsible for housing, student activities, emergency services, information desk, and both essential academic and non-academic assistance where required;
8. Making psychological counseling available (at students' expense) for students who require such services;
9. Assisting students with immigration registration, visa and other residence permit formalities to ensure compliance with immigration laws in Italy;



THE PANTHEON INSTITUTE
c/o Romolo Martemucci
40 Clinton Street, Apt. PHE
Brooklyn, NY 11201 USA
Phone: 814 360 7238

THE PANTHEON INSTITUTE
Via del Pantheon 57
00186 – ROME - IT
Phone: +39 06 9453 9142
Fax: +39 06 45426423

10. Providing periodic assessment of the students' academic and behavioral performance throughout the semester and transmit full grade reports and, when necessary, support documentation, for all students within six weeks of the conclusion of each program term;
11. Providing comprehensive information about all courses offered including course syllabi, course outlines, and curriculum vitae of all the INSTITUTE'S professors;
12. Providing reasonable health and safety measures designed to (1) prevent, and when necessary, contain the spread of COVID-19; (2) protect the Pantheon Institute community and the public; (3) minimize the effect of safety measures and other precautions on the INSTITUTE's educational mission; and (4) ensure compliance with applicable United States and EU federal, state, and local laws.

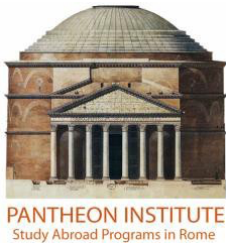
III. RESPONSIBILITIES OF STUDENT

To achieve the purposes stated above, STUDENT will, insofar as its means and the laws of the United States and the Republic of Italy will allow, be responsible for:

1. Meeting the academic and administrative prerequisites to attend the programs at the INSTITUTE;
2. Obtaining the required study VISA for Italy – **STUDENT FAILURE TO OBTAIN A VISA FOR STUDY IS NOT GROUNDS FOR AVOIDANCE OF CANCELLATION FEES;**
3. Securing privately, or through the HOME INSTITUTION, health insurance or the equivalent thereof, and repatriation insurance for the duration of their time studying abroad;
4. Reading all pre-program information provided by the INSTITUTE;
5. Paying all fees and other INSTITUTE invoiced costs on or before scheduled deadline dates;
6. Providing the INSTITUTE in advance of specified deadlines, a completed required application form along with course selections, housing preferences, special needs, etc.;
7. Respecting and adhering to the INSTITUTE's academic policies and standards of conduct as well as relevant student codes of conduct and/or policies of academic integrity of the HOME INSTITUTION while studying at the INSTITUTE;
8. Maintaining communication, as needed, with parents, their families and the HOME INSTITUTION as allowed by FERPA (Family Educational Rights and Privacy Act), to assure prompt and satisfactory resolution of any and all problems that may arise;
9. Reviewing, acknowledging, and abiding by all INSTITUTE policies governing student behavior, including but not limited to, the **Pantheon Institute COVID-19 Student Compact.**

IV. COMMUNICATIONS AND PROGRAM MANAGEMENT

1. Communications and decisions about routine program matters to ensure quality of the program and services offered to students, families, colleges and universities through this agreement should be addressed to Romolo Martemucci, the president of the INSTITUTE, or his designee.



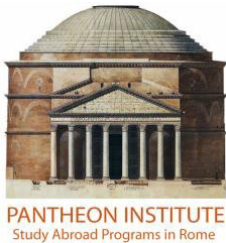
THE PANTHEON INSTITUTE
c/o Romolo Martemucci
40 Clinton Street, Apt. PHE
Brooklyn, NY 11201 USA
Phone: 814 360 7238

THE PANTHEON INSTITUTE
Via del Pantheon 57
00186 – ROME - IT
Phone: +39 06 9453 9142
Fax: +39 06 45426423

V. FINANCIAL ARRANGEMENTS

1. For Spring 24 the program fee, covering up to 19 credit-hours, housing for the duration of the term, and housing for the co-curricular field trips: 19.105€ for the Liberal Arts; 20.232€ for the Architecture Program* the exchange used for Dollar Amount will be on the date of invoicing.
2. For the fees above, the INSTITUTE will provide the following: pre-departure handbook, student handbook and housing handbook, arrival orientation and welcome reception, student housing and utilities (in shared apartments- excluding utilities overruns), the academic program of tuition, institute facilities and educational resources (architecture and landscape architecture studio and desks, classrooms, library and computer lab), resident director and student services assistance, emergency assistance services, cultural activity series, farewell reception, and an official Pantheon Institute grade report/transcript for each student.
3. The program fees do not include: meals, textbooks, incidental course fees (such as certain museum entry, travel, art supplies), health insurance, cell phone, optional non-curricular excursions, field trips to other cities, expenses incurred for special or emergency services.
4. **Spring 24 Student Cancellation Refund Policy** – No penalties exist for STUDENT cancellation before the commitment deadline, which coincides with the STUDENT's initial payment of 30% of the Program fee. All pre-registered and registered students will be subjected to **cancellation fees** according to the following schedule for cancellation:

From commitment to 30 days prior to the start of the term:	10% of Program fee
29 to 0 days prior to the start of the term:	50% of Program fee
5. **Pandemic-Related Refund Policy** – If students are recommended or required by the HOME INSTITUTION, the government of the United States, Italy or the EU, or local authorities in Rome to return to the United State, and students do, in fact, depart before the completion of the INSTITUTE's Spring 24 Semester, the INSTITUTE will provide students with refunds as follows:
 - a. **Field Trip Fees**
 - If the mandatory or recommended student departure from Italy occurs before the finalization of field trips bookings, (usually by the first week of February for travel the last week of February), the INSTITUTE will refund the entire travel budget component of each returned student's fees.
 - If the mandatory or recommended student departure occurs between the finalization of field trip bookings and the start of the field trips, 50% of the travel budget will be refunded for departed students.
 - If the mandatory or recommended student departure occurs after the field trips are completed, no travel refund will be available.
 - b. **Housing**
 - Student housing payments will be refunded in the amount of \$1,000 for each full calendar month (January, February, March, April) of housing left in the semester that is unused as a result of mandatory or recommended student departures.
 - For example, if the mandatory or recommended student departure occurs in February, a refund of \$2,000 will be made available.



THE PANTHEON INSTITUTE
c/o Romolo Martemucci
40 Clinton Street, Apt. PHE
Brooklyn, NY 11201 USA
Phone: 814 360 7238

THE PANTHEON INSTITUTE
Via del Pantheon 57
00186 – ROME - IT
Phone: +39 06 9453 9142
Fax: +39 06 45426423

c. Tuition

- In the unlikely event that the INSTITUTE's courses are cancelled prior to the end of the Spring 2024 semester and online course continuation is not possible, the INSTITUTE will provide pro rata tuition refunds based on the percentage of time completed in the semester. If courses are completed through on-line options, with full transcripts credits earned (as occurred in Spring 2020), then tuition refunds will not be provided.

6. **Method of payment** – STUDENT will transfer funds to the INSTITUTE upon receipt of an invoice with timing as follows:

- A 30% payment is due upon receipt of the term-specific invoice usually sent 90 days prior to the beginning of the term;
- The remaining 70% must be paid on or before 30 days before the first day of the term program in question;
- The payment in US Dollars of the invoiced sum should be wire transferred directly to the following bank and account:

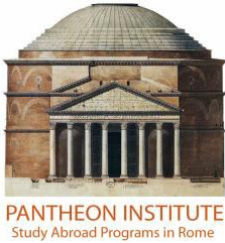
BANK:	JP MORGAN CHASE, N.A.
BRANCH:	NEW YORK CITY, N.Y.
ACCOUNT NAME:	THE PANTHEON INSTITUTE ROMA LLC
ACCOUNT NUMBER:	195227688
ROUTING NUMBER:	021000021
SWIFT CODE:	CHASUS33

VI. ADDITIONAL INSTITUTE RIGHTS

1. The INSTITUTE reserves the right to cancel courses based on enrollments or other external factors. Courses may be cancelled due to insufficient enrollments if less than six students are enrolled up to one month prior to the start of any term. In most cases and independent study INSTITUTE course will be offered for enrollments of less than six students.
2. The INSTITUTE reserves the right to dismiss any student from their housing or the program without compensation for behavior deemed unacceptable by the INSTITUTE, including STUDENT's breach of the **Pantheon Institute COVID-19 Student Compact**. All disciplinary actions, including expulsion, will be taken according to the due process outlined in the INSTITUTE's and the Home Institution's policies and procedures and only after discussion and close collaboration with the HOME INSTITUTION's representatives. Behavior that could trigger disciplinary action will be adequately explained in advance to the students by the INSTITUTE in pre-departure documents, handbooks, and during orientation.

VII. AUTHORIZED PERSONNEL

1. The only individuals authorized to establish policies and make commitments on behalf of the two parties are: the STUDENT or her/his duly authorized designee, and for the INSTITUTE, the President and CEO, Romolo Martemucci.
2. Authorized personnel may communicate with each other by electronic means; commitments and assurances using such communication are acceptable as a signed written document to the extent permissible under applicable law. Confirmations of such communication may be added as addendums to this agreement.



THE PANTHEON INSTITUTE
c/o Romolo Martemucci
40 Clinton Street, Apt. PHE
Brooklyn, NY 11201 USA
Phone: 814 360 7238

THE PANTHEON INSTITUTE
Via del Pantheon 57
00186 – ROME - IT
Phone: +39 06 9453 9142
Fax: +39 06 45426423

VIII. TERM, EMENDATION & NOTIFICATION OF AGREEMENT

1. This Memorandum of Understanding and the terms here-in are agreed to for a term specific period and beyond by mutual accord.
2. This agreement takes effect upon full execution and will remain in effect until agreement between the parties is signed replacing this one or until the end of the term in question.
3. Either party may terminate this agreement after ninety days following written notice to the other party of "breach of contract" if such breach remains unsatisfactorily resolved or if either party abandons the relationship or repudiates this agreement.

ATTEST:

STUDENT Signature: _____

Date: _____

For the Pantheon Institute (INSTITUTE)

Signature:

Date: _____