MIIS MEMORANDUM OF UNDERSTANDING DECISION TREE

1. Before starting through this Decision Tree, it is important to consider the following issues about the potential partnership being explored:
   a. What are the benefits of pursuing formal arrangement – would letter of intent or memorandum of agreement be sufficient?
   b. Is there programmatic/department approval for pursuing this relationship? Will it help achieve objectives of program/department
   c. What risks/liabilities are there if we sign MOU?
   d. What resources, if any, might be needed, i.e., will there be need for additional staff/faculty, funding, and/or space? If there are, how will these be obtained?

2. Is the relationship or arrangement intended to be definitive and binding or is it an informal agreement to discuss potential future cooperation?
   a. If “potential future cooperation”, the use the “Cooperation Template”.
   b. If “definitive and binding”, then proceed to the remainder of the questions.

3. Is the agreement limited to making scholarships available at MIIS for a certain population of students or obtaining scholarships for MIIS students at another institution?
   a. If “yes”, then use the “Scholarship Template”.
   b. If “no”, then proceed to the remainder of the questions.

4. Is the agreement a student exchange arrangement with another institution?
   a. If “yes”, then use the “Exchange Template” and proceed to question 7.

5. Is the agreement for an internship arrangement?
   a. If “yes”, then use the “Internship Template” and proceed to questions 6-7.

6. Is the agreement for student recruiting services?
   a. If “yes”, then is it limited to foreign students who reside in foreign countries and are not eligible for federal financial aid?
      i. If “yes”, then use the “Foreign Student Recruitment Template”.
      ii. If “no”, then review with counsel or compliance officer to ensure compliance with the prohibition on incentive compensation.

7. Does the arrangement involve MIIS oversight of a program, internship or academic site outside of California or Vermont?
   a. If “yes”, then review with counsel or compliance officer to ensure compliance with state authorization requirements.

8. Does the arrangement involve an exchange, internship or outsourcing of >25% of an academic program?
   a. If “yes”, then review with counsel or compliance officer to ensure compliance with federal financial aid rules regarding the provision of educational programs through written arrangements.