

Study With US

Academic English and American University Preparation Program

In-country Educational Service Provider Manual



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LIST OF ACRONYMS

| | |
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| CEFR | Common European Framework of Reference for Languages |
| DOS | Department of State |
| EF SET | English First Standard English Test |
| GMAT | Graduate Management Admission Test |
| GRE | Graduate Record Examinations |
| IELTS | International English Language Testing System |
| MCAT | Medical College Admission Test |
| NICRA | Negotiated Indirect Cost Rate Agreement |
| SCA | Bureau of South and Central Asian Affairs |
| TOEFL | Test of English as a Foreign Language |
| TESOL | Teaching English to Speakers of Other Languages |
| USG | United States Government |

PROGRAM OVERVIEW

Study With US Academic English and American University Preparation Program aims to enhance students' competency to apply, matriculate, and achieve academic success in U.S. colleges, universities, and other English-medium academic institutions.

Program Objectives:

- Increase students' academic English skills;
- Prepare students to successfully complete college applications;
- Prepare students to take TOEFL and other relevant standardized university entrance exams;
- Build academic soft skills for successful study and learning in U.S. or regional institutions; and
- Familiarize students with the culture and values of the United States as well as university campus life and culture.

IN-COUNTRY EDUCATIONAL SERVICE PROVIDER: ROLES AND RESPONSIBILITIES

The roles and responsibilities of the in-country educational service provider include, but are not limited to:

- Work closely with the U.S. Embassy/Consulate Officer to plan effective and efficient programming;
- Draft proposals that meet program requirements and submit for approval to the U.S. Embassy/Consulate Officer;
- Advertise and recruit students for Study With US scholarships;
- Collaborate with and seek approval from the U.S. Embassy during the student selection process;
- Administer and proctor the EF SET to all students upon entering and exiting the program by making available internet-ready examination stations that fulfill the EF SET testing guidelines (please refer to Annex A – EF SET);
- Communicate standardized testing options to students at the beginning of the program and encourage them to register in advance as seating may be limited;
- Implement the program according to the oral and written guidelines from the U.S. Embassy, which include but are not limited to approved proposals and the signed agreement between the relevant U.S. Embassy, FHI 360, and the in-country educational service provider;
- Hire highly-qualified personnel (i.e. Coordinators, Teachers, Teaching Assistants), and when possible with experience of the U.S. higher education system, to deliver and regularly monitor and evaluate Study With US programming to ensure it is implemented in accordance with the relevant official documents as well as to ensure best practices and address challenges quickly;
- Send invitations to the U.S. Embassy to notify them of special events and opportunities to visit and speak;
- Provide certificates signed by the U.S. Ambassador (or U.S. Embassy/Consulate Officer) to each student at the beginning and end of the Study With US Program;
- Discuss program challenges and clear any proposed program changes with the relevant U.S. Embassy before moving forward with program adjustments;
- Submit Financial and Program Reports and alumni data according to the schedule outlined in the agreement and when requested by the U.S. Embassy/Consulate; and
- Capture qualitative and quantitative information on program success through narrative highlights with photographs and especially through the documentation of matriculation information for students and alumni.

COMMUNICATION PROTOCOLS

The U.S. Embassy/Consulate will serve as the main point of contact for Providers. This includes the submission of proposals, submission of reports, and all programmatic and financial approvals. This structure will be outlined in the service agreement between the Provider, FHI 360, and the U.S. Embassy/Consulate overseeing the program.

PHASE ONE: START-UP

STAFFING

The purpose of the Study With US Program is to prepare and encourage students to matriculate into English-medium instruction institutes of higher education, preferably in the United States. As such, it is important to recruit and maintain high-quality and experienced Coordinators, Teachers, and Teacher Assistants that have as much familiarity with American-style higher education as possible.

Study With US Staff Payments

The proposed teaching salaries should be adequate and competitive to attract and retain quality staff. Study With US Program implementers and program staff should agree on salary and document that agreement before the start of any work or instruction. If any issue regarding payment arises, the U.S. Embassy/Consulate should be notified no later than 5 calendar days after the event.

NAMING AND BRANDING

The Study With US Program is sponsored by the U.S. Department of State Bureau of South Central Asian Affairs (SCA) within the U.S. Government. FHI 360 is the primary implementing partner of the SCA-sponsored program. The official name of the program is “Study With US: Academic English and American University Preparation Program.” The shorter version, “Study With US,” is also acceptable for all program use.

In-country educational service providers must ensure that the Study With US Program name appears correctly in all program-related documentation and that the following logos are presented with equal prominence: U.S. Department of State logo, Study With US logo, and FHI 360 logo (See accompanied folder with logos included for Provider use). In-country educational service Providers may also use their own logo; however, the prominence must be on par with the other logos mentioned above. Of primary importance, it must be clear that the program is “visibly American” and sponsored by the U.S. Department of State.

Exceptions due to country-specific legal, political, or safety reasons should be discussed and cleared with FHI 360 in advance.

CURRICULUM DESIGN

Students will receive at least 200 hours of in-person instruction over the course of the program. Please see below for the breakdown of those instruction hours.

- Academic English writing including college application essay writing preparation
- 25 hours
- Academic English reading comprehension - 25 hours

- Oral communication skills for academic settings (undergraduate or graduate level as appropriate) - 25 hours
- Academic English listening comprehension - 25 hours
- Critical thinking and analysis for academic settings - 15 hours
- Introduction to research and standards of plagiarism - 4 hours
- Educational soft skills - 30 hours
- General orientation to U.S. college application process - 5 hours
- Introduction to U.S. campus culture and life (recommended guest speaker/former U.S. student) - 2 hours
- TOEFL preparation and practice with take home resources for independent study and practice (undergraduate or graduate level as appropriate) - 25 hours
- Specialized standardized testing preparation and guidance with take home resources for independent study and practice (GRE, SAT, GMAT, MCAT, etc.) - 19 hours
- Commitment to coordinate with EducationUSA and U.S. University Engagement - approximately 10 hours (hours not counted towards instruction)

Please be mindful of the following:

- The proposal (narrative and budget) are guiding program document and are incorporated in the service agreement. Please reference those documents accordingly during implementation to ensure compliance;
- Agreement start and end dates should include any program-related activities that occur prior to the start of instruction (advertising, recruitment, and selection), and following the completion of instruction (certificate ceremonies, wrap-up activities, and close out). The Study With US Program can only reimburse costs that are incurred within the approved Period of Performance established in the service agreement;
- The Provider must identify the textbook and supplementary materials in the Study With US Program proposal. American publishers and American English materials are preferred;
- The Study With US Program is designed as a locally driven and locally implemented program. Provider's staff and instructors should have experience with the U.S. higher education system, but should also be local and available. Instruction should be in-person and classrooms should maintain the prescribed student to teacher ratio of 20:1. Online hours cannot replace 200 face-to-face hours but could supplement the program; and
- The Provider must undertake efforts to protect the health, safety, and welfare of all students in the program and address any issues immediately.

TEXTBOOKS AND SUPPLEMENTARY MATERIALS

Providers are free to select their own program texts and should include those materials in their program proposals. Changes to approved texts or incorporation of new materials should be shared and cleared with the relevant U.S. Embassy/Consulate.

Suggested criteria for selecting textbooks:

- Textbook that was published in the United States;
- Textbooks that incorporate U.S. culture and/or U.S. campus culture into lessons;
- Textbooks that make use of a variety of communicative and “real world” activities;
- Textbooks that cover such issues as: the environment, human rights, gender equality, civil society, and volunteerism;

- Textbooks that help build critical thinking skills; and
- Textbooks that focus on the academic application of the following skills: speaking, listening, reading, and writing.

Scholarship funds cover costs for new course books for each and every student. After the program ends the books are the property of the students.

In addition to materials in the textbook, teachers should be strongly encouraged to incorporate supplementary materials into lessons. Teachers can download and use materials from americanenglish.state.gov or enrich classes with the U.S. Department of State created materials. Teachers are also free to use other supplemental materials.

ADDITIONAL PROGRAMS AND RESOURCES

EducationUSA Advising Centers offer objective and timely information about educational institutions in the United States and how to best access those opportunities. Each year, thousands of prospective students learn about U.S study opportunities through EducationUSA centers. This is a great resource to enhance the Study With US Program and can be used by taking a class trip, inviting a speaker, or by visiting educationusa.state.gov during computer instruction.

American Spaces is a term that refers to the American Corners, International Resource Centers, and Binational Centers located in various countries of each region. It is important to understand the purpose of each one and what they have to offer. Visit the American Spaces site <https://americanspaces.state.gov/home/> or contact the U.S. Embassy/Consulate for more information.

REQUIRED DOCUMENTATION TO LAUNCH A STUDY WITH US PROGRAM

The Provider must receive and review the latest copy of the Study with US Provider Manual from the U.S. Embassy/Consulate prior to submitting a proposal for Study With US funding. There will be updates to the handbook throughout the course of the program so please contact the U.S. Embassy/Consulate for the latest edition before submitting a proposal for consideration. Several steps are required before a Study With US Program can launch. *Please note that programs are not authorized to begin or incur costs until the agreement has all the required signatures and the local Provider has submitted all requested information.* If U.S. Department of State approval and official documentation are not received at each step, then the Provider risks financing the entire cost of the program. The Study With US Program funds should only be used for program-related purposes as stipulated in the proposal.

Scholarship Proposal

After reviewing the entire Study With US Provider Manual, a Provider should submit a proposal narrative and budget using the Study With US proposal template. Contact the U.S. Embassy/Consulate for the latest version of this template to reduce the possibility of having to resubmit a corrected proposal.

Financial Responsibilities and Expectations

Study With US Program funds can only be used for program-related purposes stipulated in the proposal. Providers must officially report all expenses and will only be reimbursed for expenses incurred within the start and end dates indicated in the agreement. Providers should use current exchange rates when submitting Financial and Program Reports. If there is uncertainty about

whether a planned purchase is allowable, Providers should contact the U.S. Embassy/Consulate prior to making the purchase.

BUDGET GUIDANCE

Please note that students and their families must not be expected to make any financial contributions to the Provider related to their participation in Study With US or purchase any materials for use during Study With US.

- *Teaching Staff Salary:* Funds spent for instruction purposes include Teacher and Teacher Assistant salaries. The proposed teaching salaries should be adequate and competitive based on the local market. U.S. Embassy/Consulate Officer may want to request names and resumes of teachers to determine if instruction salaries are reasonable for the number of hours they will prepare and instruct classes. This may vary by country, city, education level of instructor, and years of experience. If a Coordinator also serves as a Study With US Teacher, the Provider may use funds from this line for their salary for the percentage of the time that they are teaching classes only (this may not cover the percentage of time they spend on administrative duties). Instruction expenditures should be verified with payroll receipts. Income and social taxes, pension funds deductions, as well as bank fees should be included as instruction expenses and reflected in payroll receipts.
 - Suggested Budget Range: 30-45% of the total budget
- *Admin Staff Salary:* These salaries should be provided for on the ground staff that are coordinating the program, facilitating recruitment, assisting with testing and applications, and providing finance support. These items must be reflected in all receipts, retained on file, and available at the request of the U.S. Embassy/Consulate. Providers may incur wire transfer fees related to receiving disbursements or returning unused funds at the end of the program; wire fees should be expensed to the Admin Staff Salary line. Please inquire with your bank about wire transfer fees. **Providers are required to use a version of Microsoft Excel that is Excel 2010 or newer.** If a Provider does not currently own a version of Microsoft Excel 2010 or newer, the Provider may budget for this expense under the Admin Staff Salary line. The Provider may purchase the software once an active agreement is in place and the agreement's start date has been reached.
 - Suggested Budget Range: 10% or less of the total budget
- *Books and Materials:* Funds may go to the cost of textbooks and supplementary instructional materials used by Study With US students and teachers. American publishers and American English materials are preferred, but not required. Books purchased for the students remain property of the students upon their completion of the program. Costs for the required exam materials provided at the beginning and end of the program fall under this funding line. Other books or materials not related directly to instruction should be included under Other Direct Costs. Providers may submit a separate request for approval for the purchase of technology to support instruction, including a cost estimate and justification for the purchase. These purchases must be verified with receipts. Receipts may be agreements with service Providers or vendors, invoices, or cash register receipts.
 - Suggested Budget Range: 20-35% of the total budget
- *Student Transportation:* As these students are economically capable, we do not anticipate extensive use of this line item for daily transportation of students. It could be used to

support field trips or reasonable administrative travel for program promotion and recruitment. It is appropriate for this line item to be blank. These purchases must be verified with receipts. Receipts may be agreements with service Providers or vendors, invoices, or cash register receipts.

- Suggested Budget Range: 5% or less of the total budget
- *Supplemental Activities*: Supplemental activities could include award ceremonies, museum tickets, cultural activities, etc. We encourage Providers to use this line item to optimize creative programming that supports the overall goals of the program. An excellent supplemental activity would be a class trip to visit EducationUSA (educationusa.state.gov) or a local American Spaces site (<https://americanspaces.state.gov/home>). Supplemental activity purchases must be verified with receipts. Receipts may be agreements with service Providers or vendors, invoices, or cash register receipts.
 - Suggested Budget Range: 10% or of the total budget
- *Snacks and Refreshments*: Providers will have an opportunity to request costs to provide the students with food during instruction by providing a justification for consideration within the Study With US proposal; decisions will be made on a case-by-case basis. These purchases must be verified with receipts. Receipts may be agreements with service Providers or vendors, invoices, or cash register receipts. As these students are economically capable, we do not anticipate extensive use of this line item on a daily basis. It could be used to support specific supplemental activities. It is appropriate for this line item to be blank.
 - Suggested Budget Range: 5% of the total budget
- *Other Direct Costs*: This should cover basic recruitment and program support, including stationary, printing, phone costs, and other items relevant to the program. This should not include the purchase of larger items such as furniture, renovations costs, or heavy equipment such as printers and cameras. This line item should not be used for instruction or administrative staff salary costs.
 - Suggested Budget Range: 10% or less of the total program
- *Indirect Costs (G&A)*: *This must not be more than 10% unless the Provider has a NICRA that documents a higher rate in accordance with USG regulations. If higher than 10% the Provider will be required to submit a copy of their NICRA to the U.S. Embassy/Consulate.*
 - Suggested Budget Range: 10% or less / \$100 or less

The budget guidance included here is based on significant past and current experience with similar programming. However, if there is a legitimate reason that a Providers' budget varies from this guidance, Providers may seek approval for the U.S. Embassy/Consulate to obtain an exception.

Agreement Process

The process for issuing an agreement begins with the Provider submitting a completed proposal which includes a narrative and budget using only the approved template(s) provided by the U.S. Embassy/Consulate. The proposal documents are reviewed and approved by the U.S. Embassy/Consulate, the Grants Officer Representative, the U.S. Department of State, Bureau of South and Central Asian Affairs' Office of Press and Public Diplomacy, and FHI 360; the Provider

may be asked to clarify information or make revisions to the proposal. The agreement is the legal instrument which authorizes all work to be performed by the Provider. It is a legally binding document under which the Provider will implement the Study With US Program. The proposal is fully incorporated into the agreement. The Provider will receive the following documents and instructions for completing the necessary forms:

- Draft agreement
- Approved proposal
- Vendor Certification Form
- Bank Information Form: Payments are normally wired to a bank account with a beneficiary name that matches the Provider's institutional name. We strongly recommend reviewing the local laws that require specific registration in order for a Provider to be able to receive, withdraw, and send out foreign currency. Also, the Provider may need to investigate what type of account to set-up – specifically an account that allows for funds to be received from and sent to the U.S.

The draft agreement will contain the following information for the Provider to review:

- Name of the organization being issued the agreement. The Provider's name on the agreement should match the name on the approved proposal as well as the Provider's institutional name on the bank account;
- Start date and end date of the agreement. All work performed, and all costs incurred by the Provider must occur within this time period;
- The roles and responsibilities of the U.S. Embassy/Consulate and FHI 360;
- Scope of agreement and authorized budget: This section will reflect the program information from the Provider's proposal such as the number of students, the number of instruction hours per student, and the total instruction hours to be delivered by the Provider. It will also include the approved budget;
- Information on cash advance payments;
- Final reconciliation and closeout;
- Schedule for required reporting;
- Compliance information with relevant U.S. government regulations; and
- Information on termination and suspension.

The Provider must complete all required set-up documents, review the agreement in full, and send the signed agreement back to the U.S. Embassy/Consulate. FHI 360 will add the final signature to the agreement once all necessary documents have been received from the U.S. Embassy/Consulate. The FHI 360 will send the final signed agreement with final proposal documents to the U.S. Embassy/Consulate to be shared with the Provider. At this point, the agreement has now been fully authorized, and the Provider may begin their program.

PHASE TWO: PROGRAM IMPLEMENTATION

STUDENT PROFILE CRITERIA

- All students will be high achieving youth and academically positioned to matriculate to a college, university, or other English medium academic institution within one year of completion of the Study With US Program;
- Students should have the resources to self-fund their higher education, preferably in the United States;

- Students should demonstrate motivation to complete higher education in the United States;
- Students should have B2 English competency to ensure they are ready for successful matriculation and study in English after completion of the Study With US Program;
- Students must be citizens of Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, or Uzbekistan.
- *Exceptions to the nationality criteria require FHI 360 and DOS approval.* If a Provider has identified a student that does not have citizenship in one of the above countries but might otherwise be a good fit for the program, the Provider should send the applicants' information to the relevant U.S. Embassy/Consulate requesting an exception. Providers should include: name, gender, nationality, financial capacity to self-fund their education, and the rationale for including them in the program. Exceptions will most likely be granted to individuals who have lived their entire lives in one of the above countries but have citizenship elsewhere. Expatriates from Western countries living in the region for a limited time would not be good candidates for an exception.

ADVERTISING AND RECRUITING

Extensive advertising and recruitment may be conducted in order to reach the target audience and can involve such parties as local government officials, school administrators, civic and religious organizations, and the U.S. Embassy/Consulate. The Provider, in collaboration with the U.S. Embassy/Consulate, may evaluate and nominate the candidates. Final approval of the nominations may be made by the U.S. Embassy/Consulate.

Information about the Study With US Program should be spread widely by advertising in local newspapers and TV channels (if possible) and working with local departments of education and schools or other educational institutions.

Information must clearly indicate that the Study With US Program is designated for students that meet the Student Profile Criteria at the beginning of the program and that the Study With US Program is free of charge and sponsored by the U.S. Department of State.

SELECTING STUDY WITH US STUDENTS

Student selection is the responsibility of the Provider. Providers must conduct and document a transparent selection process that meets the Student Profile Criteria.

Providers should ensure that classes are gender-balanced with 1:1 female to male ratio. If a Provider is not able to achieve this ratio, an explanation should be provided in the Financial and Program Report.

Classrooms should between 15 and 20 students to optimize learning outcomes

Selection processes may include applications, written/oral exams, essays, and interviews and must adhere to the following guidelines:

- Application forms should have questions requesting students' name, age, name of school/educational institution as well as questions to assess motivation to study abroad in the English language, with preference give to those interested to study in the United States; and
- Interviews are the last stage of the selection process.

We strongly recommend that each Provider develops a plan to replace students who do not meet the **70% minimum required attendance and 70% minimum performance** or who withdraw from the program. Providers should make every effort to replace these students with other qualified applicants *within the first two months of instruction and no later.*

PROGRAM MONITORING AND EVALUATION

Providers must establish a system for monitoring and evaluating the progress of Study With US students and should include the following:

- Provide continuous assessment through unit tests, oral assessment, writing assignments, individualized feedback, short quizzes, etc.;
- Maintain student records of all assessments to document progress over time; and
- Administer the EF SET exam at the beginning and end of the program. This allows Providers, the student, and the U.S. Embassy/Consulate to track and evaluate student success throughout the program.

EF SET

The Study With US Program is partnering with Education First, which has provided a customized version of their listening and reading assessment tool: EF SET. This tool maps onto the Common European Framework of Reference for Languages (CEFR) and has approximate equivalents to TESOL and IELTS. The Study With US Program is looking for at least a B2 level of English for participation in the program, as a lower level of English would make it quite difficult for students to matriculate into an English medium institution of higher education, even with the 200 hours of Study With US programming. The EF SET assessment will also serve as a baseline for comparison against an exit assessment, also implemented through the EF SET assessment tool.

Providers should give 7 days' advance notice of upcoming testing dates, locations, and approximate number of test takers. After the candidates take EF SET, FHI 360 will send results to the U.S. Embassy/Consulate within 3-4 business days. All instructions and technical requirements can be found in the EF SET Test Administration Guidelines. The follow chart details the equivalencies for IELTS and TOEFL as a general reference.

| CEF level | IELTS band score | TOEFL iBT score |
|-----------|------------------|-----------------|
| A1 | 2.0 | N/A |
| A2 | 3.0 | 40-56 |
| B1 | 4.0 | 57-86 |
| | 4.5 | |
| | 5.0 | |
| B2 | 5.5 | 87-109 |
| | 6.0 | |
| | 6.5 | |
| C1 | 7.0 | 110-120 |
| | 7.5 | |
| C2 | 8.0 | N/A |
| | 8.5 | |
| | 9.0 | |

GUESTS AND VISITORS

Regular visits from the community and from the U.S. Embassy/Consulate are a great chance for students to practice their language skills with native speakers and to learn more about studying abroad in the United States. Here are a few tips for hosting and preparing for visitors:

Think ahead to the visit and prepare students by brainstorming relevant vocabulary and questions for visitors. If appropriate, plan a game or other activity to play together with the guest. Do not put on a “show” for visitors – limit rote memorization of songs and poetry during a visit. Instead, give the visitor a chance to share in Questions & Answers with students. Providers may request visitors to speak on a topic related to the students' current focus of study, such as the visitor's hometown, educational background, or experiences with U.S. campus culture.

FINANCIAL & PROGRAM REPORTS AND RECEIPTS

Providers must submit a Financial and Program Report based on the schedule outlined in the fully executed agreement. The reporting documents will be submitted first to the U.S. Embassy/Consulate, and then reviewed by the U.S. Embassy/Consulate and FHI 360.

For each reporting period, Providers will receive the reporting templates, along with detailed instructions. The Financial and Program Report will include information about the Provider, student assessment, attendance, student performance, expenses during the reporting period, challenges, successes, and projected expenses for the coming period. Providers should use current exchange rates when submitting Financial and Program Reports.

Accurate reports, accompanied with all program receipts (including cost share), will ensure that the next tranche of program funds is sent. Late, incomplete, and inaccurate reports, and/or missing documentation will result in delayed payments to the Provider. Payments will be sent only when all questions related to the report have been clarified and Study With US Program receipts have been sent to the U.S. Embassy/Consulate. Misuse of funds or incomplete reporting can lead to the termination of an agreement.

Providers must keep all receipts as reported program expenses must be verified by proof of purchase. Receipts must include vendor information, name of good(s), and quantity of good(s) purchased. Please be aware that receipts that are not properly issued may be denied by the U.S. Embassy/Consulate and therefore cannot be expensed to the Study With US Program.

Be prompt with all reports! If something beyond the Provider's control is causing delays, please contact the U.S. Embassy/Consulate. Otherwise, Financial and Program Reports are due on the date indicated in the official agreement.

HIGHLIGHTS

Program highlights are an important way to document program success and are used to promote the Study With US Program. It is important to document special events such as: opening ceremonies, visits to EducationUSA offices, information about students gaining entrance to an institute of higher education, guest speakers and/or visits from the U.S. Embassy/Consulate, etc.

Please send Program highlights to the U.S. Embassy/Consulate as soon as a special event has finished. We are most interested in activities and events when they are fresh – try to send in highlights no later than 7-10 days after the event, although they should be sent earlier if possible. Please refer to Annex A – Program Highlights Guidance for more detailed instructions.

PHOTO AND VIDEO RELEASE

The Provider will file completed Photo and Video Release Forms for all students and teachers at the start of the program Please refer to Annex B – Photo and Video Release Form.

TERMINATION

In some circumstances when it is deemed by the U.S. Embassy/Consulate that a Study With US Program should not continue, the termination of the agreement may be considered. Termination may occur for a variety of reasons, such as environmental (civil unrest, natural disaster), poor performance, or mismanagement of funds. Once a termination decision has been reached by the U.S. Embassy/Consulate and approved by the U.S. Department of State, Bureau of South and Central Asian Affairs' Office of Press and Public Diplomacy, FHI 360 will prepare a letter for the Provider which formally terminates all activity under the agreement. Upon receiving a Termination Letter, the Provider must sign and return it to the U.S. Embassy/Consulate immediately. The letter will contain the effective date by which all program activity must cease. The Provider has 30 days after the effective date to complete the standard close out process (outlined below), including submission of final Financial and Program Report and return of all unused funds.

PHASE THREE: PROGRAM CLOSE OUT

All final Financial and Program Reports required by the terms and conditions of the program's agreement, must be submitted to the FHI 360 no later than 30 calendar days after each period listed in the agreement.

All costs must be incurred during the period of the agreement. Costs, including salaries, will not be reimbursed outside the dates of the agreement. Please refer to the program's agreement for exact dates of the period of performance.

WORKING WITH THE U.S. EMBASSY FOR PROGRAM CLOSE OUT

Each program's proposal and budget were approved by the Grants Officer Representative of the U.S. Embassy in the local country, or region, and the U.S. Department of State, Bureau of South and Central Asian Affairs' Office of Press and Public Diplomacy in Washington, D.C. Compliance will ensure Providers remain in good standing for potential future programs.

When the agreement ends, the Provider will submit a Financial and Program Report. When the final reports have been reviewed and approved, Providers will receive a Close Out Letter and a Disbursement Report. The Close Out Letter will confirm that all reports have been received, no outstanding documents remain, and will end all agreement obligations. The Disbursement Report serves as a record of all the payments made to the Provider during the program.

If there are unused funds at the end of the Study With US Program, the Provider will receive instructions for returning the funds. Once the funds have been received, the Provider will receive the Close Out Letter verifying the return of all unused funds. It is important to note that the close out process cannot be completed until unused funds are returned. Failure to return unused funds will violate U.S. Government regulations, and as such, place the Provider at risk of being reported to the U.S. Government as delinquent. Delinquent Providers will not be eligible to receive future U.S. Government funding.

It should be noted that returning funds to FHI 360 is time consuming and often challenging due to international banking bureaucracy. Providers should only request funds that they are certain to use, especially in the last payment period of the project.

The U.S. Embassy/Consulate is always ready to assist with any questions or concerns throughout this process, so please do not hesitate to ask sooner rather than later.



ANNEX

A

Program Highlights Form

ANNEX A: PROGRAM HIGHLIGHTS GUIDANCE

Study With US providers are highly encouraged to write success stories and program highlights for the use of U.S. Embassy/Consulate about activities that they organize and/or participate in with the students of the program. Highlights are a great way to keep the U.S. Embassy/Consulate and the U.S. Department of State, Bureau of South and Central Asian Affairs' Office of Press and Public Diplomacy informed about the activities that take place. The program highlights should tell a story and should reflect success of an activity or event. Highlights should answer who, what, when, where, why and how of a particular activity and should have an introduction, body, conclusion, and pictures.

Program highlights can be submitted the day immediately following the date the event/activity has taken place (highly encouraged), or within 10 days after the highlighted event has ended.

- You can submit the program highlights and the pictures to your point of contact at the US Embassy/Consulate. It can be used by US Embassy/Consulate, the Study With US Program Headquarters in Washington or posted for public viewing (public website, Facebook).
- Pictures should be sent as attachments and should not be copied into the word document when sent to the U.S. Embassy/Consulate.
- Please obtain written permission from anyone in the photo using the Photo and Video Release Form.

When writing the program highlights, please consider following guidelines and details.

| |
|--|
| <p>Introduction:</p> <ul style="list-style-type: none">• Date, location and venue of the activity/event• Name of the provider and key individual involved at the activity or event• Opening sentence that grabs the reader's attention• Provide a short overview of the activity/event• Highlight the uniqueness and importance of the activity/event |
| <p>Body:</p> <ul style="list-style-type: none">• Provide detail information about the event, including the purpose, outcome, and/or quotes from students and any other involved parties• Specific data and number (number of students, hours, days, and any USG participation)• Describe the activity/event by using terms the average person will understand |
| <p>Conclusion/Impact:</p> <ul style="list-style-type: none">• Try to support the introduction by stating the success of the event• Summarize the outcome and provide evidence to support the outcome |
| <p>Pictures:</p> <ul style="list-style-type: none">• Take lots of photos with high quality resolution if possible• Take individual and group pictures and picture that shows students actively engaged• Make sure students/participants in the picture sign the Photo Release Form. |

It is suggested to keep the text of the highlight to one page using 12-point font and single-spaced.

ANNEX

B

Photo and Video Release Form



Study With US

Academic English and
American University Preparation

PARTICIPANT PHOTO AND VIDEO RELEASE FORM FOR **STUDY WITH US** PROGRAM PARTICIPANTS

I, _____, in connection with a U.S. Department of State-sponsored Study With US program, hereby authorize the U.S. Department of State and its program implementing partners to photograph, film, or otherwise record and use my image and/or voice in connection with related public information programs and activities.

Additionally, I hereby authorize the U.S. Department of State and its implementing partners to release, publish, or quote such material, including my name, in connection with related public information programs and activities.

With respect to this material, I understand that content may be included on the Internet, in future speeches, and through multiple broadcast channels and print media (which may include use by U.S. Embassies abroad to promote exchange programs and public diplomacy efforts*) but that such content will not be used for commercial purposes.

*If applicable: In providing my consent, I ask that my name, image and/or voice not be used for promotional purposes associated with the U.S. government in the following specific countries or territories: _____

Participant Signature Date Email Address

Printed Name Participant's Home City and Country



ANNEX

C

Staff Qualifications and Duties

ANNEX C: STAFF QUALIFICATIONS AND DUTIES

Teachers' and Teacher Assistants' Qualifications

Teachers' and Teacher Assistants' qualifications may include, but are not limited to:

- Holding a university degree(s) with the qualification “English Language Teacher” and at least three years of experience working with students;
- Experience with the U.S. higher education system preferred;
- Dedication to working with Study With US students;
- Ability to organize and participate in supplemental activities;
- Willingness to attend professional development and Study With US Program events organized by the U.S. Embassy/Consulate;
- Basic knowledge of U.S. society and culture, especially as it refers to the U.S. higher education system and campus culture; and
- Basic computer skills with Microsoft Office (Word, PowerPoint), an internet browser (Explorer, Firefox, Netscape, etc.), and e-mail.

Teachers' Duties

Teachers' responsibilities may include, but are not limited to:

- Selecting appropriate textbooks and materials that meet the program objectives.
- Developing a course syllabus that clearly outlines the topics of the classes and expectations of the students, using the approved proposal and program curriculum guidelines;
- Developing and implementing quality lesson plans according to the Study With US Program objectives;
- Holding classes and conducting supplemental activities in accordance with the schedule and curriculum approved by the Study With US Provider and as outlined in the agreement and approved proposal;
- Designing evaluation materials to properly assess students' progress in accordance with the benchmarks established at the start of the program;
- Conducting student assessments on a regular basis, including required EF SET testing;
- Submitting progress reports according to the schedule established by the Provider;
- Monitoring and regularly updating dossiers of the students' attendance and notifying the coordinator of the students' progress;
- Developing, planning, and implementing supplemental activities according to the Study With US Program objectives and duties listed above;
- Ensuring the health, safety, and welfare of students during planned classes and activities; and
- Seeking to improve methodical and pedagogical skills through participation in seminars, lessons of visiting experienced colleagues, and self-education.