



INTERINSTITUTIONAL COOPERATION AGREEMENT BETWEEN CONAPE AND ROYAL ROADS UNIVERSITY

Among us, Lic. Efraín Miranda Carballo, Executive Secretary of CONAPE, elderly, divorced, neighbor of San José, identity card number 1-704-312, Bachelor of Administration, with judicial and extrajudicial representation of CONAPE, legal ID number 3-007-045000-10 and Mrs. Tasha Welch, middle age, married, employee of 2005 Sooke Road, Victoria, BC, Canada, V9B 5Y2 ID, Director of International Collaboration and Development with judicial and extrajudicial representation of Royal Roads University, (hereinafter University); We agree to sign this Inter-institutional Cooperation Agreement (hereinafter Agreement), regulated by the following clauses:

First: Definitions

CONAPE: Institution in charge of granting loans to Costa Rican students according to their professional merit (high school or university qualifications), social condition and area of origin, to carry out studies at a technical, undergraduate, graduate and postgraduate level in Costa Rica or in the abroad, in previously approved educational institutions.

University: Institution dedicated to higher education, which is made up of several faculties and which grants the corresponding academic degrees. In this case represented by Royal Roads University.

Educational loan: financial operation in which CONAPE delivers a fixed or variable amount of money to a borrower (student) at the beginning of the operation to cover the direct and / or indirect expenses of his studies, with the condition that the borrower return that amount along with the agreed interest within a certain period. This loan is guaranteed by the borrower through a study contract.

Scholarship: Financial aid from the University funds that are granted to a person to pay all or part of the expenses involved in studying, developing a research project or performing an artistic work.

Second: Purpose of the Agreement

The purpose of this Agreement is to promote: 1. CONAPE's activity related to the granting of educational loans to Costa Rican students with limited economic resources, preferably from areas of less relative development, and 2. The academic offer of the University through the different communication platforms that both institutions have to attract interested parties to enroll in University.

Third: Student Financing

The financing of student loans at the University will form part of the general budget of CONAPE for studies at the undergraduate and graduate levels abroad, without allocating specific resources for these students, since the loans would be granted according to the budgetary availability of resources CONAPE has for each period.

Fourth: CONAPE commitments

- a. Include on the web and social networks information about the possibility of granting financing to students in the process of enrollment or enrolled at the University, as well as information related to scholarships and other special conditions that the University offers to Costa Rican students.
- b. The loans would be granted to Costa Rican students to finance studies at the University, who must comply with all the requirements and obligations established in the Credit Regulations, the Annual Credit Management Plan and other regulations established by CONAPE.
- c. Deliver informative and promotional materials of CONAPE to students enrolled or interested in enrolling in University.
- d. Advise students enrolled or interested in registering at the University on the requirements and procedures for completing the CONAPE loan application to finance their studies.

Fifth: University commitments

- a) Promote the educational financing of CONAPE for Costa Rican students through the different platforms that best fit
- b) Identify and support Costa Rican students interested in studying at the University and direct them to access CONAPE as an option for financing their study program.
- c) Inform CONAPE about the offer of scholarships and other special conditions that the University offers to Costa Rican students.
- d) Guide and facilitate access to scholarships and other special conditions for Costa Rican students to be accepted into the programs taught by the University.
- e) Inform CONAPE in each study period about the grades obtained and enrollment by students financed by CONAPE.
- f) University indicate the benefit that the Costa Rican students will receive (Ex: Scholarships, discounts, food, housing, work, internships, etc.)

Sixth: Costs not covered by the loan and the scholarship

Students will be responsible for obtaining financial resources to cover other costs that exceed or are not included in the loan and scholarship related to their study program at University.

Seventh: Notifications and coordination between CONAPE and University

A person from each institution will be assigned so that they can be notified and also coordinate the smooth running of the Agreement, as well as the realization of the different commitments acquired and others that could be developed under the convenience and acceptance of both institutions.

CONAPE will assign as responsible:

Name: Roger Granados Ugalde,
Position: Head of the Credit Department
Telephone: (506) 2527-8630
Email: rgranados@conape.go.cr

The University will appoint as responsible:

Name: Tasha Welch
Position: Director, International Collaboration and Development
Phone: 250-217-3558
E-mail: tasha.1welch@royalroads.ca

Notifications and communications will be effective when delivered to the addresses listed.

Both institutions have an obligation to inform the other party of any change in the contact designated in this Agreement.

Eighth: Responsibility for the payment of fees

The loan relationship is between CONAPE and the beneficiary student, so the student will be responsible for paying fees to the University and other costs associated with the studies.

Ninth: Duration of the agreement

This Agreement will have a duration of one year and may be extended for an equal period, if neither party expresses in writing its desire not to extend it. Both parties are empowered to terminate the Agreement early at any time, giving a prior notice of at least sixty (60) calendar days to the counterparty and neither party will incur liability of any nature in the event that they wish to terminate this Agreement early. The termination of the Agreement for any reason will not affect the projects or activities in the state of execution, which may continue their work until their normal termination.

Tenth: Estimate of amount

This Agreement, due to its special nature, is invaluable. Any difference will be clarified in the Courts of Justice of the Costa Rican jurisdiction.

Eleventh: Modifications to the Agreement

Any modification to this Agreement must be approved by the Executive Secretariat of CONAPE and by the University.

Twelfth: Applicable regulation

Law 6041, Credit Regulations, Annual Credit Management Plan and other technical regulations of CONAPE, Law of Protection of the person against the treatment of their personal data
On the part of the university:

Thirteenth: Confidentiality.

The parties agree that the Confidential Information they share between the two institutions is strictly confidential and its use by the party is specifically restricted to the performance of their functions. Consequently, the Institution expressly agrees to use the Confidential Information solely and exclusively for the purposes of this Agreement, during its validity and as long as the confidential nature subsists, and undertakes not to use it for any other purpose, and to take the necessary measures to maintain the confidentiality, being prohibited to communicate, disclose or use for itself or for the benefit of third parties, whether or not for profit. You may not duplicate, record, copy or in any other way reproduce the Confidential Information. Failure to comply with what is stipulated here, will be cause for revocation of this Agreement, without prejudice to the exercise of civil action against the offender for the damages that may have originated, as well as administrative or criminal actions against whoever is liable when the breach gives rise to unlawful acts that constitute an infraction or crime sanctioned by the Law. All the information provided by reason of this Agreement will be considered confidential information.

Fourteenth: Date of approval

The Inter-institutional Cooperation Agreement between CONAPE and the University is signed on 23 December 2020.



University

Executive Secretary
CONAPE