



## **INTERINSTITUTIONAL COOPERATION AGREEMENT BETWEEN THE NATIONAL COMMISSION OF LOANS FOR EDUCATION (CONAPE) and Tio University of Applied Sciences**

Among us, Lic. Efraín Miranda Carballo, Executive Secretary of the National Commission of Loans for Education (hereinafter CONAPE), elderly, Costa Rican, resident of Goicoechea, Bachelor of Public Administration, bearer of identity card ONE SEVEN HUNDRED AND FIFTY EIGHT ONE HUNDRED AND THREE, GENERAL ATTORNEY WITHOUT LIMIT OF SUM AND WITH THE JUDICIAL AND EXTRAJUDICIAL REPRESENTATION OF CONAPE, legal ID number 3-007-045000-10 and Arthur Teeuw, by profession Director International Students, ID NXLJCPH20, legal identification number 06066047; We agree to sign this Interinstitutional 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 status and area of origin, to carry out technical, undergraduate, graduate and postgraduate studies in Costa Rica or abroad, in previously approved educational institutions. Students who want to opt for a CONAPE loan must comply with all the requirements and obligations established in the Credit Regulations, the Annual Credit Management Plan and other regulations established by CONAPE.

The student must comply with the requirements, responsibilities and obligations to the chosen University to complete their study plan.

**University:** Institution dedicated to higher education (which provides specialized knowledge of each branch of knowledge), which is made up of various faculties and which grants the corresponding academic degrees.

**Educational loan:** financial operation in which CONAPE gives a borrower (student) a fixed or variable amount of money at the beginning of the operation to cover the direct and/or indirect expenses of their studies, with the condition that the borrower return that amount together with the agreed interest within a certain period.

**Scholarship:** Financial aid from University funds that are granted to a person to pay all or part of the expenses involved in pursuing their studies, developing a research project or carrying out an artistic work.

**Student agreement:** The document that is signed between Tio and the student before the acceptance of the student to the study programme.



## **Second: Purpose of the Agreement**

The purpose of this Agreement is to facilitate benefits granted by the University to Costa Ricans in order to access the academic programs it offers, once they request their loan at CONAPE, as well as their respective disclosure.

## **Third: Student Financing**

The financing of loans for university students will be part of CONAPE's general budget for undergraduate and postgraduate studies abroad, since the loans would be granted in accordance with the budgetary availability of resources that CONAPE has for each period. The grant of such loans will be entirely in agreement between CONAPE and the student. Tio will invoice the student with regards to the fees as set out in the study agreement.

## **Fourth: CONAPE Commitments**

- a. Include on the CONAPE website (in the "Agreements with other universities" section), a web banner with the logo and photographs of the University as well as the signed agreement.
- b. Promote on CONAPE's social networks, according to a previously authorized calendar, the possibility of granting financing to students in the enrollment process or enrolled at the University, as well as information related to scholarships and other special conditions offered by the University to Costa Rican students.
- c. Advise students enrolled or interested in enrolling in University on the requirements and process of filling out a CONAPE loan application to finance their studies.

## **Fifth: University Commitments**

- a) Provide the following benefits to Costa Rican students who want to study at the University (Ex: Scholarships, discounts, food, housing, work, internships, etc.) List the benefits here: For non-EU students Tio offers, the complete VISA application process, housing in the first year, and insurances as part of the package fee. The students can apply for the Tio talent and Tio super talent scholarship as stated on Tio's website.
- 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) Guide and facilitate the access of Costa Rican students to be accepted in the programs taught by the University.
- d) Inform CONAPE in each period of studies about the grades obtained and enrollment made by students financed by CONAPE.



- e) Send to CONAPE the official logo of the University and other graphic material that can be used for proper promotion on CONAPE's communication platforms.

#### **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 the University.

#### **Seventh: Links for notifications and coordination between CONAPE and the University**

A link will be established with a person in charge of each of the parties 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 appoint as responsible:**

Name: Ilse Johanning Mora,  
Position: Marketing Executive  
Phone: 2527-8625  
Email: [ijohanning@conape.go.cr](mailto:ijohanning@conape.go.cr)

#### **The University will appoint as responsible:**

Name: Yolanda Huijts  
Position: International Sales and Relations Manager  
Telephone +31689925738  
E-mail: [y.huijts@tio.nl](mailto:y.huijts@tio.nl)

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

Both institutions are required to notify the other party of any changes to the link designated in this Agreement.

#### **Eighth: Duration of the agreement**

This Agreement will have a duration of four years and may be extended for an equal period, if neither of the parties expresses in writing its desire not to extend it. Both parties are entitled to early termination of the Agreement at any time, giving at least sixty (60) calendar days prior notice to the other party and neither party will incur any liability of any kind if you wish to terminate this Agreement early. . The termination of the Agreement for any reason will not affect the projects or activities in the execution stage, which may continue their work until their normal completion. Students who have entered the University prior to the termination of the Agreement will maintain the benefits until they finish their studies. In case the student breaks the terms of the student agreement Tio will follow the stated procedures according to the study agreement.

#### **Ninth: Estimated amount**



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

### **Tenth: Modifications to the Agreement**

Any modification to this Agreement must be approved by the Executive Secretariat of CONAPE and by the University by means of a modification reflected in an addendum.

### **Eleventh: Applicable regulations**

Law 6041, Credit Regulations, Annual Credit Management Plan and other technical regulations of CONAPE, Law for the Protection of the person against the processing of their personal data on the part of the university.

### **Twelfth: Confidentiality.**

The parties agree that the Confidential Information that the information shared between both institutions is strictly confidential and its use by the party is specifically restricted to the performance of its functions. Consequently, the Institution expressly undertakes to use the Confidential Information solely and exclusively for the purposes of this Agreement, during its term and as long as the Confidential Information remains confidential, and undertakes not to use it for any other purpose, and to take the necessary measures to maintain the confidentiality of the Confidential Information, being forbidden to communicate, disclose or use for himself or for the benefit of third parties, whether or not for profit, the Confidential Information; nor may you 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 have been caused, as well as administrative or criminal actions against whoever is responsible. when the breach gives rise to unlawful acts that constitute an infraction or offense punishable by law. All the information provided by reason of this Agreement will be considered confidential information.

### **Thirteenth: Date of approval**

The Interinstitutional Cooperation Agreement between CONAPE and the University is signed on April \_\_, 2022.

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To University of Applied Sciences  
International Admissions  
Sint Jacobsstraat 400  
3511 BT Utrecht - the Netherlands  
+31 (0)30 - 7 999 000  
admissions@tio.nl

University

Executive Secretary  
CONAPE

