



## **INTERINSTITUTIONAL COOPERATION AGREEMENT BETWEEN COMISION NACIONAL DE PRESTAMOS PARA EDUCACION - CONAPE and UNIVERSITY OF CENTRAL FLORIDA BOARD OF TRUSTEES for the benefit of UCF GLOBAL**

Among us, Lic. Efraín Miranda Carballo, Executive Secretary of Comisión Nacional de Préstamos para Educación, Costa Rica (**CONAPE**), identity card number I.D. 1-758-103, Bachelor of Public Administration, with judicial and extrajudicial representation of CONAPE, legal ID number 3-007-045000-10 and Dr. Nataly Chandia, Associate Vice President for UCF Global, acting on behalf of the University of Central Florida Board of Trustees, with legal capacity for signing, (hereinafter University); We agree to sign this Inter-institutional Cooperation Agreement (hereinafter Agreement) effective as of the last date of signature below (Effective Date), 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:** An educational institution dedicated to higher education, which is made up of several faculties and which grants the corresponding academic degrees.

**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 returns 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 and 2. academic programs 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 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. Such loans will be administered exclusively by CONAPE and not by the University.

**Fourth: CONAPE commitments**

- a) Include on the CONAPE website in the "CONAPE Alliances" section (<https://www.conape.go.cr/alianzas>) information about the University such as contact information and website URL.
- 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.
- 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) UCF Global shall provide a twenty percent (20%) tuition discount for each Costa Rican student referred by CONAPE who enrolls in any open session of the UCF Global Online English Program. This discount shall remain in effect for the full duration of the student's enrollment in the program.
- b) UCF Global shall provide a thirty percent (30%) tuition discount for each Costa Rican student referred by CONAPE who enrolls in any open session of the UCF Global Intensive English Program (face-to-face format). This discount shall remain in effect for the full duration of the student's enrollment in the program.
- c) UCF Global shall provide a twenty percent (20%) tuition discount for each Costa Rican student referred by CONAPE who enrolls in any open session of the UCF Online Global Pathway Program.
- d) UCF Global shall provide a thirty percent (30%) tuition discount for each Costa Rican student referred by CONAPE who enrolls in any open session of the UCF Global Pathway Program (face-to-face format).
- e) UCF Global shall provide a twenty percent (20%) program discount for each Costa Rican student referred by CONAPE who enrolls in any open session of the UCF Global IELTS Academic Preparation Course.
- f) UCF Global shall provide an application fee waiver for each Costa Rican student referred by CONAPE who enrolls in any open session of the UCF Global Online English Program, UCF Global Intensive English Program (face-to-face format), UCF Online Global Pathway Program, UCF Global Pathway Program (face-to-face format), or UCF Global IELTS Academic Preparation Course.
- g) Identify Costa Rican students interested in studying at the University and direct them to access CONAPE as an option for financing their study program.
- h) Guide and facilitate access to information about opportunities available to students who are accepted into the programs taught by the University.

- i) CONAPE and University will be able to make reference to the arrangements covered by this Agreement and to use the other party's name in conjunction therewith. However, any other use of a party's name, trademark, or logo by the other party to this Agreement must be approved or denied by the party that owns such name, logo, or trademark within thirty (30) working days of such request. Nothing herein shall prevent compliance with applicable law or valid court order.

#### **Sixth: Costs not covered by CONAPE loan**

Students will be responsible for obtaining financial resources to cover other costs that exceed or are not included in the CONAPE loan related to their study program at the University. Per the University's international application requirements, students must demonstrate proof of funding which meets eligibility requirements of the University's academic programs of study.

#### **Seventh: Notifications and coordination between CONAPE and University**

A person from each institution will be assigned to promote communication and coordination of the parameters 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: Ilse Johanning Mora  
Position: Marketing Executive  
Telephone: (506) 8726-1989  
Email: [ijohanning@conape.go.cr](mailto:ijohanning@conape.go.cr)

**The University** will appoint as responsible:

Name: Mark Hartman  
Position: Director, UCF Global  
Phone: +1 (407) 823 1230  
E-mail: [Mark.Hartman@ucf.edu](mailto:Mark.Hartman@ucf.edu)

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 (1) year from its last day of signature date. It may be renewed at any time before the actual expiration date by a written agreement signed by authorized representatives of



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both parties. Both parties are empowered to terminate the Agreement early at any time, giving a prior written 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. Students who have entered the University prior to the termination of the Agreement will maintain the benefits until they finish their studies.

### **Tenth: Estimate of amount**

In the event of a dispute, the parties will negotiate in good faith to resolve such a dispute. Any dispute that cannot be settled within a reasonable time must be referred to the following persons for determination:

CONAPE: Executive Secretariat

UNIVERSITY: University representative or otherwise a person holding a more senior position as nominated by the university, at the time of the dispute.

In the absence of an agreed resolution, the parties will submit to the appropriate jurisdiction as agreed between the parties, acting reasonably.

Notwithstanding the existed of a dispute, the parties must continue to perform their commitments under this Agreement.

Nothing in this clause Tenth shall be taken as preventing a party from commencing a proceeding for urgent interlocutory relief or from terminating this Agreement in accordance with clause Ninth or otherwise in accordance with the terms of this Agreement.

### **Eleventh: Modifications to the Agreement**

Any modification to this Agreement must be approved and signed by the Executive Secretariat of CONAPE and by the authorized representative for the University through a modification embodied in an addendum or conciliation agreement.

### **Twelfth: Applicable regulation**

CONAPE shall comply with the following: 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.

University and CONAPE agree to comply with all applicable laws, included but not limited to export control.

It is State of Florida policy that all public records of the State (including state university records) are open for personal inspection and copying by any person. This agreement between UCF and CONAPE, written communications, and other documents, papers and other materials made in connection with the transaction of official business between UCF and CONAPE are public records and required by Florida statute to be open to the public. This agreement therefore may be cancelled at any time for either UCF's or CONAPE's refusal



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to allow public access to all documents, papers, letters, and other materials open to the public inspection under the State of Florida Public Records Law.

Each party agrees to protect the confidentiality of student education records in accordance with the laws applicable to that party.

Each party agrees that all information exchanged shall be used solely for the purposes enumerated in this agreement. Each party and further agrees to comply with the data privacy laws and regulations applicable to that party with regard to its collection, use, sharing with third parties, disclosure, retention, re-use, and disposal of students' personal data.

### **Thirteenth: Confidentiality.**

The parties agree that, for a period of three (3) years from the Effective Date, each party shall protect the confidential and/or proprietary information (Confidential Information) disclosed by the other party and use it 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. Confidential Information shall include, but is not limited to, any confidential or proprietary information, knowledge, software, documents, drawings, sketches, models, designs, data, memoranda, tapes, records, material and/or know how whatsoever, provided by a party and marked as "Confidential" at the time of disclosure or, if disclosed in non-written form, identified as confidential when disclosed and summarized in a writing delivered to the receiving party within thirty (30) days of disclosure. Neither party may duplicate, record, copy or in any other way reproduce the Confidential Information except as required by applicable law. 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 applicable law. A party shall have no obligation of confidentiality and shall not be liable for disclosing information that is evidenced by written record as: (a) already known to the receiving party at the time of disclosure; (b) generally available to the public or becomes available to the public through no fault of the receiving party; (c) developed independently of and without reference to the Confidential Information; (d) received from a third party with a legal right to disclose such information; or (e) disclosed with the disclosing party's prior written approval. If required by applicable law or judicial, administrative or legislative order, a party may disclose Confidential Information to comply with such requirement.

### **Fourteenth: Relationship of the Parties.**

Nothing in this Agreement will create any relationship between the parties including, without limitation, any relationship or partnership, agency, trust, joint venture or otherwise.

### **Fifteenth: Electronic signing and counterparts**

Each party agrees that this Agreement may be executed by electronic signature (regardless of the form of electronic signature utilized) and that this method of signature is conclusive of the parties' intention to be bound by this Agreement as if physical signing had occurred.



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This Agreement may be executed in any number of counterparts and by the parties on separate counterparts. Each counterpart constitutes the agreement of each party who has executed and delivered that counterpart. Each party may communicate its execution of this Agreement by successfully transmitting an executed copy of the Agreement by an electronic method to each party.

**COMISION NACIONAL DE PRESTAMOS  
PARA EDUCACION - CONAPE**

**UNIVERSITY OF CENTRAL FLORIDA  
BOARD OF TRUSTEES for the benefit of  
UCF GLOBAL**

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Lic. Efraín Miranda Carballo  
Executive Secretary

Date:

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Dr. Nataly Chandia  
Associate Vice President

Date: 5 November 2025