

**Online Program Enrollment Agreement  
between  
University of Central Missouri (UCM), USA  
and  
Japan Study Abroad Foundation (JSAF), JAPAN**

To help attract, enroll, and support online learners in Japan, UCM and JSAF enter this agreement for online program offerings in Japan. Both parties agree to the terms of the collaboration below.

UCM agrees to designate JSAF as an official partner to promote UCM online programs in Japan. JSAF agrees to actively promote UCM online programs among its Japanese member institutions and in the open market.

**1. Online Programs.**

- a) Bachelor's Degrees: Big Data & Business Analytics (if space available), General Studies, Marketing, Communication Studies, Crisis and Disaster Management, Educational Studies and Training etc.
- b) Minor Studies: Business Administration (18 credits), Marketing (18 credits\*), Global Security Studies (20-21 credits), Instructional Technology (15 credits), etc.
- c) Certificates: Aeronautics Management, Applied Lean Six Sigma, Business Continuity, Emergency Management, Emergency Services Management, Environmental Health, etc.
- d) ESL: Aviation English, General English Language Training, English for Corporate Managers, English for Administrative Assistants.
- e) Master Degrees: MBA-General Business, MBA-Marketing, MBA-Airport Management, MS in Sport Management, etc.

**2. Recruitment.** Recruitment of students for the above programs shall be undertaken by JSAF, which shall be responsible for all expenses and other resources required for such recruitment.

**3. Admission.** Admission of students to the above programs shall be at UCM's sole discretion as approved by the designated officials of the university. The initial screening of applicants by JSAF will be based on UCM's admission standards as published on its website.

The university office responsible for processing applications will use its best efforts to provide admission decisions within 2 weeks after receiving a complete application package from JSAF. The admission procedures and results will be reviewed annually by both parties.

**4. Class Registration and Schedule.** Independent students from the open market will be enrolled in the regular semester-long online courses based on available seats. Cohort enrollment of 15 or more students from JSAF member institutions and/or open-market will be enrolled in pre-arranged 8-week sessions in January, March, June, August and October provided cohort students take the same 1-2 course during an 8-week session.

JSAF will submit the cohort applications two months in advance before an 8-week session can be offered.

UCM shall keep JSAF fully informed of any constraints or restrictions regarding the availability of any pre-selected course offerings.

5. **Academic Assessment.** UCM agrees to provide an electronic copy of the official transcript to JSAF at the end of an 8-week session or a fall/spring semester. The original transcripts will be sent directly to JSAF for distribution to the students. UCM will maintain a record of JSAF students enrolled through JSAF for this function.
6. **Orientation.** JSAF shall provide all students with pre-registration instructions, guidance, and information regarding UCM and its online programs. JSAF will conduct an orientation for each student and/or cohort before the start of each course.
7. **Student Support Services.** JSAF shall provide a full range of student support and backup services from JSAF's office in Japan. These services will include program promotion, student advising, online program orientation; course registration and tutoring, personal and academic counseling, and other services in consultation and collaboration with UCM Online and Learning Engagement Office.

UCM will provide the same level of services, advising, and support to JSAF online students as it provides to all enrolled online learners including online course orientation, technical assistance, and live chat (when possible).

UCM will grant JSAF staff guest access when needed to better support student learning and performance.

8. **Promotional Materials.** UCM will provide a profile description of the university to use in JSAF publications, along with digital photo images and permission for JSAF to link to the university's home web page.
9. **University Liaison.** The Online and Learning Engagement Office at UCM will act as the official liaison between the JSAF students and various administrative and academic offices of the university.
10. **Enrollment Cap.** Any maximum number of program participants for a given period shall be set by the university and reviewed annually, with the maximum number to be mutually adjusted to meet particular developments or circumstances.
11. **Tuition and Fees.** Tuition and fees for the online programs and/or courses will be set annually by UCM. UCM agrees to provide a 15% tuition discount incentive for 15 or more students enrolled per course.
12. **Payment Guarantee and Billing.** JSAF will guarantee payment to UCM for each enrolled JSAF student. UCM agrees to send the invoices directly to JSAF. JSAF agrees to collect the tuition and send the invoice payment to UCM based on the pre-agreed due dates.
13. **Period of the Agreement.** This Agreement between JSAF and UCM shall commence on 1 August 2024 and will be effective for five years. It will be reviewed at the end of the fifth year (2029). The Agreement will be continued from year to year, if mutually acceptable, with six month's notice of termination. All enrolled program students will be allowed to complete their intended courses and degrees should the agreement be terminated before it expires.

14. All correspondence concerning and arising from this agreement shall be conducted by:

**Japan Study Abroad Foundation (JSAF)**

Taiju Seimei Bldg. 1F,  
1-4-15, Takadanobaba, Shinjuku-ku  
Tokyo 169-0075 JAPAN  
E-mail: [moriyama@japanstudyabroad.org](mailto:moriyama@japanstudyabroad.org)  
Tel: (81) (0)3-5287-2941 (JSAF)

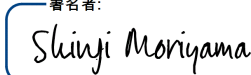
And

**University of Central Missouri**

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**For Japan Study Abroad Foundation**

Mr. Shinji Moriyama  
President, Japan Study Abroad Foundation

署名者:  
  
0961596CDC53439...  
Signature

2024年11月22日

Date

**For University of Central Missouri**

Dr. Tim Crowley  
Provost/VP Academic Affairs  
University of Central Missouri

Signed by:  
  
A5B39BE1164841D...  
Signature

November 22, 2024

Date