

Terms and Conditions

Study Group USA Higher Education LLC

These Terms and Conditions should be read carefully and understood before signing and submitting the application for participation in the Study Group USA Higher Education LLC and UVM Global Gateway Program at the International Study Center, University of Vermont, Burlington, Vermont, USA.

Under this agreement, the payment processing services for goods and/or services purchased on this website are provided by Bellerbys Educational Services Limited on behalf of Study Group USA Higher Education LLC or by Study Group USA Higher Education LLC, depending on the type of payment method used for the purchase of the goods and/or services. In the event you choose to pay with credit card and the payment will be processed via a European Acquirer, these terms are an agreement between you and Bellerbys Educational Services Limited. For any other type of purchases, these terms are an agreement between you and Study Group USA Higher Education LLC and goods and/or services will be delivered by Study Group USA Higher Education LLC directly.

Bellerbys Educational Services Limited is a company incorporated in England & Wales (Company Registration Number 02325576) whose registered address is 1 Billinton Way, Brighton BN1 4LF United Kingdom; Contact: +44 (0) 1273 339333. londonoffice@studygroup.com

Applicant responsibility

The costs for the University of Vermont (UVM) Global Gateway program, invoiced by Study Group USA Higher Education LLC, encompass those listed on the University of Vermont International Study Center Estimated Price Guidelines and do not encompass additional ancillary expenses, including but not limited to:

- 1) Personal spending money.
- 2) Health insurance or health care coverage for pre-existing medical conditions, i.e., ailments which exist prior to arrival in the U.S. (This is dependent on the student health insurance plan).
- 3) Meal costs associated with remaining in university housing when the university is closed:

Break	Weeks Closed
Fall – November	1 week
Winter – December/January	4 weeks
Spring – April	1 week
Spring/Summer – May	2 weeks
Summer/Fall – August	2 weeks

- 4) Textbooks and other necessary school supplies and supplemental fees that may apply to certain courses.
- 5) Air fare to and from U.S. domestic airport closest to the University campus in the United States (a round trip ticket is required).
- 6) Extra costs for English as a Second Language supplemental courses which may be required by a student who demonstrates need for further English language support.
- 7) Housing and meal expenses above the expenses allowed for on-campus undergraduate housing.
- 8) Field trips and excursions not included in the program costs.

University Policies

All participants in the UVM Global Gateway Program, administered by Study Group USA Higher Education LLC, are subject to the standards and policies of the University as outlined in the Code of Student Rights and Responsibilities (<http://www.uvm.edu/policies/student/studentcode.pdf>). Students must assume full responsibility for compliance with those standards and all applicable policies of the University. Without limitation as to applicability of other University rules and policies, students must adhere to all housing regulations of the University (as outlined in the Housing and Meal Plan Contract Terms and Conditions), to include payment, withdrawal, and cancellation, and all terms and conditions of living in University housing. Rules governing alcohol, tobacco, controlled drugs and other serious offenses will be strictly enforced. Violation of the applicable rules and policies of the University may result in the imposition of discipline up to and including termination from the Program.

Applicants are reminded that international students in the United States must comply with both the letter and the spirit of state and federal law in order to retain valid student visas. Violations of such laws will render the participant liable for immediate dismissal from the program and repatriation to the home country, as well as possible legal prosecution for violation of the laws of the state or federal jurisdictions involved. No refund of fees will be made in the event of

dismissal or withdrawal. Students seeking transfer before the date of initial arrival in the United States and the first day of classes may have their I-20 cancelled by the University of Vermont, and no refunds will be granted.

Admission is subject to a student's qualifications as well as availability. Early application and payment is advised to secure a place in the program.

Payment Policy:

Students are required to pay a deposit directly to Study Group USA Higher Education LLC for the UVM Global Gateway Program before they receive an I-20 from the University. Deposit amounts vary.

Payment for the May Global Gateway intake is due by April 10. Payment for the August Global Gateway intake is due by July 25. All students are required to pay the entire invoiced amount in full and in advance of the Global Gateway Program start date.

Students with outstanding balances:

- will not receive their pre-arrival information until full-payment is made
- will be immediately placed on hold by the University, and
- may be prevented from attending classes until payment is made.

Payments by credit card after the due date will be subject to a fee of 2% of the total invoiced amount.

Students with balances due after 30 days are subject to a \$500 late payment fee.

Wire payments are recommended. Please refer to the following Bank Details in order to make a wire transfer.

Bank Details

Payment can be made to the International Study Center using a number of payment options via our PayOnline platform. Access to this platform can be found at: <http://globalgateway.uvm.edu/pay>

Certain payment options will carry a processing fee of 2.5%. We reserve the right to alter this charge from time to time.

If you choose to pay in your local currency a foreign exchange rate will apply. The applicable exchange rate can be viewed online as at the time and date of the payment. Bank charges and commission for both the sending and receiving banks should be paid by the sender of funds or they will be applied to the student's account.

Withdrawal Policy

Withdrawal following enrollment into the Global Gateway Program is subject to UVM policies.

Length of enrollment

- 1) Students entering the Global Gateway Program must enroll for the entire program sequence and will be required to live in on-campus University housing for the duration of the Program.
- 2) Students who successfully complete the Global Gateway Program will matriculate as regular degree-seeking students at the University after meeting the matriculation requirements and will enroll for one semester at a time, following generally applicable University processes for undergraduate enrollment and will be required to live on campus for two successive academic terms following matriculation as a regular degree-seeking student.

Applying for a visa

- Once a student has been accepted and paid a deposit, s/he will be provided with an I-20 from the United States Citizenship and Immigration Services (USCIS), issued by the University.
- This I-20 is required to start the process of obtaining a student visa to enter the United States. Students will be required to present financial documentation to the United States Citizenship and Immigration Services (USCIS) consular office in the student's home country.
- The student must have a letter from a parent/guardian, financial sponsor or other source of support stating their responsibility for the student's expenses throughout the term of the program. A bank statement or letter verifying

financial ability to cover the expenses of the program, including living expenses and repatriation, should also be provided. The bank statement cannot be a copy; it must be original (per immigration law). The bank statement must be notarized and no older than six months.

- In addition to the bank statement, the student must provide an affidavit of support, which is an original letter from the student's sponsor (such as parent or guardian), claiming financial responsibility for the student. This affidavit must also be notarized. If the student is self-sponsored, no affidavit is required. In the case of Saudi Arabian Cultural Mission students, the Financial Guarantee serves as both the bank statement and the affidavit.
- It is recommended that all students apply for their visa as soon as possible, and notify Study Group USA Higher Education LLC directly once the visa status is known. Students should notify their Study Group USA educational advisor when an appointment has been made with the appropriate consular office, and should notify the advisor with the outcome of that appointment.

Study plan changes

Upon arrival, students will be given a placement examination by the University to assess their English language level. The University may also require an assessment in Math. If the student does not test at the required level of proficiency, additional coursework will be required for the student to be fully prepared to participate in the Global Gateway Program at an acceptable level. As a result, the length of study may be longer than originally anticipated, incurring extra costs for additional coursework and related expenses for extended stay, for which the student will be responsible.

Progression

Progression to full matriculation at the University is dependent on successfully passing all courses and requirements of the Global Gateway Program. Additional progression requirements may be applicable to enter a particular program of study at the University. Specific program entry requirements are available at <http://www.uvm.edu/academics/catalogue2013-14/>. These requirements will be reviewed during the Global Gateway student orientation and reinforced through the semester.

Insurance

All students are required to be properly insured and must purchase student health insurance offered by the University or by a University approved health insurance provider.

Damage and Liability

Any reference in these terms to liability or financial obligations of students shall also infer liability or financial obligation by the parent or financial sponsor, and such liability is joint and several.

Students are responsible for payment for any damage caused by them to Study Group USA Higher Education LLC or to University property, including fixtures and fittings in University housing. Occupants of shared accommodation are jointly and severally liable for the proper care of rooms, fixtures and fittings and the University reserves the right to recover costs for damage or exceptional cleaning. Students are also responsible for all other terms and conditions required by the University in the Housing and Meal Plan Contract Terms and Conditions (ex. http://reslife.uvm.edu/contract/reslife_contract.pdf).

Withdrawal/variation of degree programs

If, after a Study Group USA Higher Education LLC participant has indicated an intention to progress into a particular degree program at the University, but prior to the student completing the Study Group USA Higher Education LLC/UVM Global Gateway Program, the University discontinues the specified degree program, the student may either: (1) withdraw without liability for fees other than fees for completion of the Study Group USA Higher Education LLC/UVM Global Gateway Program, or (2) apply for transfer to such other program (if any) as may be offered by the University for which the student is qualified. If in these circumstances the student wishes to withdraw from the University and to enroll in a course of study at a different institution, the University shall use its reasonable endeavors to assist the student.

Once the student has successfully completed the Global Gateway Program, has been accepted as a full-time degree student and has commenced the first semester of their

program of study, if: (a) the University's ability to deliver programs or other services in accordance with the descriptions provided is compromised by circumstances beyond the control of the University (e.g. natural disaster, financial exigency, third party industrial action), the University will use all reasonable endeavors to minimize disruption as far as it is practical to do so; (b) the program of study is cancelled or substantially varied from that described in the University Catalog for reasons other than circumstances beyond the University's reasonable control, the University will provide advice on other programs for which the student may be interested and qualified and will use reasonable endeavors to assist a transfer to such a program, but cannot guarantee that transfer to another program will be possible. If the student does not wish to accept the replacement program, the student shall be entitled to withdraw from the University. In the event of such withdrawal the University shall refund tuition and fees if such would be available under the University's generally applicable tuition refund policy. Depending on the point at which the withdrawal takes place, the University reserves the right to retain fees or charges to cover the tuition, housing, or services which the student has actually received.

Publicity

Students (and their parents or guardians, where applicable) agree that their images, including audio and/or video, and achievements may be used in any media for promotional purposes without written consent or notification. This includes permission to pass them on to third parties (agents, publications, etc.) at the discretion of Study Group USA Higher Education LLC as long as the images are used to publicize Study Group programs.

Data protection

Any information provided to Study Group USA Higher Education LLC may be retained electronically and held on a computer server or network and shall be used and retained in accordance with US law, including FERPA, HIPAA, and ADA. Study Group USA Higher Education LLC is an Equal Opportunities provider. Information provided to Study Group USA Higher Education LLC is held and processed for the purpose of administering student applications, and may be carried forward to the University for retention in the student's official student record. A student's official University record includes information in paper and electronic format including personal and educational information, academic and administrative history and relevant financial transactions. Upon completion of the academic program or separation from the University for any reason, the student record will be retained by the University in compliance with its generally applicable policy on retention of student records. Some information will also be shared by the University with Study Group USA Higher Education LLC for the purpose of managing Study Group's relationship with a student as an alumnus.

Throughout, your personal data will be held in accordance with current US data protection law and in compliance with University policy.

Variation

No variation to these conditions is valid unless agreed in writing by the Center Director and approved by the Managing Director, North America, provided always that the Study Group USA Higher Education LLC reserves the right to make any addition, amendment or alteration to these conditions upon giving one semester's written notice of such change to all affected students.

Communication

It is mandatory to provide Study Group USA Higher Education LLC with personal e-mail addresses and mobile/call numbers, in order that communication, to include transmission of important information and updates and student reports, may be maintained at all times. Students must also advise Study Group of any changes as they occur. Communication sent to the e-mail address and/or mobile/call device number provided for the students and parent(s) or legal guardian by the student will be considered the official means of communication and will be deemed delivered to the student and parent(s)/legal guardian when sent.