

Terms and Conditions

Notes for guidance for completion of application form

General

Before completing the form, please ensure that you read these notes carefully. You should also read the current **ONCAMPUS** literature relating to the course(s) in which you are interested.

Section 1 Personal details

Complete this section in BLOCK CAPITALS.

Criminal convictions

Please note that, if you are offered a place on the program, on the basis of academic background, there are two other key areas we will need to ask you about. These are:

Criminal convictions: We will need to understand whether any former criminal conviction may have a bearing on your suitability to enroll at the center.

Disability/special needs: if you consider yourself to have additional needs relating to a disability or educational special need, we would like to assess our ability to offer you the appropriate support.

If you would like to disclose this information now, you are encouraged to do so, but we will ask you for a declaration after you have been made an offer.

Conditions of Enrollment

1 Important

Please read these conditions carefully as they shall form part of the contract between the person responsible for the fees and **ONCAMPUS** SUNY. It is important that you make sure that you have read and understood all of these conditions as you will be deemed to accept these conditions when you sign the application form.

2 Application

If you are successful in your application you will receive a joint offer letter from **ONCAMPUS** SUNY and the collaborating institution outlining the proposed course of study and detailing the tuition fees and the deposit that will be required to guarantee your place at **ONCAMPUS** SUNY.

3 Tuition fee deposit payment

To accept your offer you or your sponsor will be required to pay the indicated deposit and registration fee on your offer letter. This deposit will be set against the tuition fees of the final term of your program, and shall constitute no less than the equivalent of one term's tuition fees.

Depending on your country of residence it might be in your interest to pay a higher deposit than the minimum amount stated on the offer letter. Please contact us if you are unsure about whether this applies to you.

Refunds on the deposit paid will be in accordance with the Refund Policy, as outlined in section 8.

4 Acceptance of your place

Once your minimum tuition fee deposit has been received and upon your meeting all the conditions in your offer letter and our receipt of your deposit, we will confirm your place on the Program and send you the official acceptance letter and i-20 form necessary to obtain your student visa. **ONCAMPUS** reserves the right to levy a charge for the issuing of replacement i20 letters.

5 Payment of fees

All fees will be payable in advance as determined by **ONCAMPUS** SUNY. Fees are correct at time of publication. **ONCAMPUS** SUNY reserves the right to vary tuition fees at any time and payment of each term's tuition fees will be subject to any increase in fees that may be announced during the program of study.

All student accounts must be settled in advance of the start of that term's studies. You will not be permitted to commence or continue your course at the beginning of any term until all outstanding fees, charges or accounts are paid.

Any payments that are not made by the due date will incur a late payment penalty up to \$1,000. Should it be necessary for you to repeat a module you will be required to pay the full module fee.

6 Academic conditions of entry and continued enrollment

Students are admitted to **ONCAMPUS** SUNY programs on the basis of English language and academic ability and, in some cases, on the additional basis of experiential learning.

Any student found to have misled **ONCAMPUS** SUNY as to their qualifications and suitability for entry will be subject to expulsion from **ONCAMPUS** SUNY without recourse to refund of tuition fees already paid. Should an alternative program be more suitable, a student may be counseled on to such a program, however this may also require changes to their visa status which may need to be communicated to the U.S. immigration authorities.

Students are expected to attend all classes and lectures, and will be subject to assessment by means of coursework and other continuous assessment methods and by examination. In order to progress through the program of study and to subsequent courses offered by the collaborating institution students are required to meet prescribed academic and English language standards.

7 Visa Compliance

It is your responsibility prior to enrollment at the college that you have and maintain the correct visa status demonstrated in your passport. The center will check this at least every 12 months. On application to the center you will be required to provide details of any previous visas received or refused for entry to the United States of America, together with information about the level and content of any prior studies undertaken in the USA, as this is an immigration requirement before we can sponsor any student.

Attendance is monitored by overall percentage and by 'Contact Points' in accordance with **ONCAMPUS SUNY** Attendance Policy. Students are required to maintain appropriate levels of attendance and may be expelled should this fall below the required level and they are withdrawn from their studies.

ONCAMPUS SUNY reserves the right to impose sanctions including, but not limited to, termination of the enrollment of any student whose standard of conduct is unsatisfactory. There will be no refund of tuition fees in cases of expulsion and a student's F-1 immigration record may be terminated leaving the student out of status.

8 Refund policy

Acceptance of an **ONCAMPUS SUNY** offer on payment of the minimum stated deposit constitutes a binding contract between the student and **ONCAMPUS SUNY**.

Tuition fees are non-refundable except in the case of visa-refusal. Should a student be refused a visa, evidence of refusal and a written application to withdraw must be made available to **ONCAMPUS SUNY** before any refund can be initiated.

ONCAMPUS SUNY will verify the authenticity of the evidence of visa refusal with the appropriate U.S. overseas posting (Embassy/High Commission), and will charge an administration fee of \$200 in the event of such a refund.

Tuition fees are non-refundable after the start of studies. Any notice to withdraw or cancel must be made in writing. If the cancellation is received before the start of term then the forthcoming terms tuition fees will be charged. If the cancellation is made after the start of term then both the current term and the following term's tuition fees will be charged.

Any students withdrawing from an **ONCAMPUS SUNY** program of study may be reported to the U.S. immigration authorities and U.S. Embassy/High Commission in their home country as a curtailment of their program. Any student withdrawing may be required to provide documentary evidence of their return to their home country or transfer to another institution.

ONCAMPUS SUNY reserves the right to withdraw a previously available program of study at its own discretion. Where a student is unable to enroll in a similar course at **ONCAMPUS SUNY** and the enrollment is cancelled then all fees will be refunded.

9 Cause for concern

Should we have reason to be concerned for the health, welfare, financial situation or academic progress of any student, whether under or over 18 years of age, **ONCAMPUS SUNY** reserves the right to involve parents, agents or appropriate professionals to offer support.

10 Deferment

Holders of an **ONCAMPUS SUNY** offer may, by way of written request to **ONCAMPUS SUNY**, defer the start of their program of study up to a maximum of one academic year.

Any fees held by **ONCAMPUS SUNY** will be held without penalty, for use against subsequent courses of study. Should the **ONCAMPUS SUNY** offer holder subsequently withdraw, any fees held will be non-refundable.

Any students holding an i20 visa letter and wishing to defer will have this information communicated to the U.S. immigration authorities.

11 Data protection

To comply with the Family Educational Rights and Privacy Act (FERPA), the information which you give on your form will be used for the following purposes:

- To determine your eligibility for entry to **ONCAMPUS SUNY** and/or entry to the host partner university.
- To enable **ONCAMPUS SUNY** and the host partner university to compile statistical reports.
- To enable **ONCAMPUS SUNY** and the host partner university to initiate your student record.
- To share information with other government departments (e.g. immigration office), local authorities and other bodies to prevent possible fraud and to enable them to carry out their functions. On enrollment, students will be asked to sign a consent form for the specific use of student data.

12 Liability

Any reference in these terms to liability of the student shall also infer liability on the parents, guardian or sponsor of the student and such liability is joint and several.

13 Variation of Conditions

ONCAMPUS SUNY may, by written notice, vary conditions of enrollment as may be necessary to comply with any law, regulations or amendment thereof, of the United States Government. **ONCAMPUS SUNY** additionally reserves the right, upon giving one term's written notice of such change to all affected students, parents, guardians and sponsors, to make any addition, amendment or alteration to these conditions as is deemed necessary by **ONCAMPUS SUNY**.

14 Marketing

By enrolling on an **ONCAMPUS SUNY** program you consent to your participation in future marketing activities. Contact us if you do not wish to participate. The information contained in this publication is for guidance only. While **ONCAMPUS SUNY** has made every effort to check that the information contained in these pages is correct and up-to date at the time of publication, it cannot be held responsible for any errors or omission.

15 Payment to Agents

Before applying to study with us you may have engaged with an agent to offer you advice and support in applying for programs of study, and you may in some cases also have agreed to pay a fee to your agent for those services. We further understand that you wish us to pay that fee to your agent on your behalf (up to maximum limits as stated on www.ceg-uk.com/servicefees).

Where this is the case we acknowledge that your tuition fees payable to **ONCAMPUS SUNY** may include a sum owing by you to your agent for their services up to the maximum limit referred to at www.ceg-uk.com/servicefees.

We agree, at our discretion, to pay this sum to your agent on your behalf and reduce your tuition fees owing to us accordingly provided that the following conditions are met:

- You enroll at **ONCAMPUS SUNY**
- You correctly complete the application form to authorize us to make these payments to your nominated agent;
- You pay all relevant academic fees to **ONCAMPUS SUNY** as they become due;
- Your agent has achieved Approved Agent status, an

Approved Agent being an agent that has entered into a contract with you directly for the provision of services that are of a level and nature which satisfies Cambridge Education Group's internal policies and expectations of an agent and who has been confirmed by Cambridge Education Group as being such an agent.

Provided the above conditions are met and if for any reason we decide not to pay an amount due to your agent on your behalf, then we will refund to you the amount owing to your agent up to the maximum limit, for you to pay across directly.

If you have agreed with your agent that you will pay more than the maximum limit, then you will remain liable to pay any excess to your agent.

Having satisfied the above conditions should you NOT wish us to make an automatic payment to the Agent used please notify Central Admissions on admissions@oncampus.global.

ONCAMPUS SUNY, Inc. is a United States corporation, incorporated in Delaware, USA. Its Employer Identification Number is 37-1763900.

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