INTO Colorado State University 2016-17

Terms and Conditions

1. Provenance of the Terms and Conditions

1.1 Provenance of the Terms and Conditions

1.2 These Terms and Conditions form an integral part of the student agreements that exist between (i) the institutions Colorado State University (the "University") and the INTO Colorado State University Center ("INTO CSU or the "Center") and (ii) the student and INTO CSU in relation to INTO CSU Pathway, Academic English, General English, and College Year Abroad Programs (each constituting a "Program"). These Terms and Conditions are effective upon the completion of the confirmation process, as detailed in Section 2 below. These Terms and Conditions seek to define the rights, responsibilities, representations and warranties, whether written or oral, made by or on behalf of the student, INTO CSU and the University. The University and/or INTO CSU reserve the right to amend the Terms and Conditions as needed. In such circumstances, the University and/or INTO CSU will provide a revised set of Terms and Conditions upon request.

2. Changes to These Terms and Conditions

2.1 INTO CSU reserves the right to vary these Terms and Conditions in all cases whenever the content of the Student is changed or updated. INTO CSU will notify current and prospective students of a revised set of Terms and Conditions.

3. Application, Admissions, Offer Program, Confirmation and Deposits

3.1 Admissions application process

3.2 Application of admissions to the INTO CSU student

3.3 Offer Program

3.4 Confirmation and Deposit

4. Health Insurance

4.1 General

4.2 Health Insurance

5. Overdue Payment Fees

5.1 Payment plan

5.2 Late payment fees

6. Health Insurance

6.1 General

6.2 Health Insurance

7. Program Cancellation, Withdrawal, Change, and Transfer Policies, and Refund Policies

7.1 Program Cancellation, Withdrawal, Change, and Transfer Policies

7.2 Program Change

7.3 Transfer to Another Institution

7.4 Transfer to an INTO Partner Institution

7.5 Refund Accounts

8. Accommodations / Housing and Dining

8.1 Accommodations

8.2 Housing

8.3 Dining

9. Student Services

9.1 Student Services

10. Complaints and Appeals

10.1 Complaints

11. General

11.1 General

11.2 Special

INTO CSU reserves the right to vary these Terms and Conditions in all cases whenever the content of the Student is changed or updated. INTO CSU will notify current and prospective students of a revised set of Terms and Conditions.
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9. Student Conduct

a. Students, whether in the INTO CSU Pathway Program or any of the General English, College Year Abroad, or Academic English Programs, are subject to the standards of conduct as described by University policy and policies, including the University Student Conduct Code. Such rules and policies are amended from time to time. Information regarding Student conduct may be referenced at: http://www.colorado.edu/studentlife/StudentConduct.html.

b. All continuing Students who register after the Monday prior to the published program start date will register late and will be assessed a $500 Late Registration Fee.

c. All Students, whether new or continuing at the Center, are required to attend class from the first day of the term/semester.

d. All Students, whether new or continuing at the Center, are required to submit all required documentation in advance of his arranged airport transfer transportation, the student must telephone in advance the Arrivals telephone (number published in the 2016-17 brochure) and depart on time. Information regarding Student conduct may be referenced at: http://www.colorado.edu/studentlife/StudentConduct.html.

10. Appeals

Through established procedures for appeals and grievances, Students may challenge decisions, information, or other issues as available on the INTO CSU students website.

11. Arrivals

a. All new Students are expected to arrive not later than one day before the scheduled start date and will be placed in their Program on the scheduled start date.

b. Students must submit all required documentation in advance of arrival. Specific requirements and forms will be provided during pre-arrival communications.

c. The only airport from which INTO CSU will provide transportation is Denver International Airport (DIA).

d. All Students, whether new or continuing at the Center, are required to arrive not later than one day after the first day of the term/semester.

12. Airport Pick-ups

a. Students will be met at Denver International Airport (DIA) in time on the given scheduled day to meet their Program. All Students, whether new or continuing at the Center, are required to submit all required documentation in advance of arrival. Late registration fees will be charged at $250 program change fee.

d. Students who do not meet the criteria for successful completion of a given level of study at any point during the Program will be allowed to proceed according to the original schedule of their Program. Students may be offered advice on suitable alternative study options, where appropriate, or changing their Program. An alternative study plan may involve additional time to complete the Program and additional expenditures for tuition and accommodation fees. Students who do not meet the criteria for successful completion of a given level of study at any point during the Program will be offered advice on suitable alternative study options, where appropriate, or changing their Program. An alternative study plan may involve additional time to complete the Program and additional expenditures for tuition and accommodation fees.

c. Students who fail to follow INTO CSU attendance policies are subject to discipline as outlined on the INTO CSU website.

d. Students are sometimes delayed for unavoidable reasons. All Students are advised to check their individual advance in writing and will be considered on a case-by-case basis.

13. Late Registration

a. There are strict deadlines for Program entrance. An unapproved late arrival request will not be considered. The Student bear all responsibility to travel to INTO CSU prior to the start of the Program.

b. All continuing Students who register after the Monday prior to the first day of classes for the term who do not have prior approval to register late will register late and will be assessed a $500 Late Registration Fee.

c. INTO CSU Pathway students who register late for classes may also be assessed late fees from Colorado State University.

14. Deferral of Program Start Date

a. All requests to defer a Program must be received one week prior to the published program start date. Students who submit deferment requests after the first day of classes of the term will be assessed Program cancellation fees.

b. New students may make two (2) requests to defer the Program start date without incurring a financial penalty. Each additional deferral request beyond the initial two requests will be charged a $500 Program Deferral Fee and will be paid in full in order to confirm the new start date. In the case of deferral, an extra mail fee will be charged every time extra mail is used to send Program documents. Students who are denied a deferral will be assessed any penalties.

15. Academic Criteria

a. Students are accepted into their Program with the strict understanding that progression through the Program and successful completion of the Program are conditional upon satisfactory attendance and performance and the successful attainment of specified progression grades. During Program Orientation, all Students will be made aware of the criteria for successful completion of the courses in their Program. The assessment of Student performance is the responsibility of the course instructor and will be taken into consideration the following:

   • course work
   • examination results
   • achievement of course objectives
   • attendance and participation

b. Currently enrolled students in any INTO CSU Program (GE, AE, PhC, or CW) who are planning to enter a PhC Conditional Admission Program (CAP), or CSU degree-seeking program may also need to meet the following requirements to progress:

   • Completion of section A in Good Standing
   • Current enrollment must not be more than one language level below the desired entry level.

The Student who is denied a visa will not be assessed any penalties.

16. Program Admissions and Progression Criteria

a. Students are accepted into their Program with the strict understanding that progression through the Program and successful completion of the Program are conditional upon satisfactory attendance and performance and the successful attainment of specified progression grades. During Program Orientation, all Students will be made aware of the criteria for successful completion of the courses in their Program. The assessment of Student performance is the responsibility of the course instructor and will be taken into consideration the following:

   • course work
   • examination results
   • achievement of course objectives
   • attendance and participation

b. INTO CSU requires that records of all previous course work be submitted with the application. Failure to do so will result in the Student being denied admission, receiving no diploma from the INTO CSU Center, and/or the University.

c. If upon arrival at the INTO CSU Center, the results of the placement tests and admission procedures provide no evidence that a student's actual level of English language or academic proficiency is sufficiently different from claimed and lower than that required for his or her designated Program, then the Student will be formally advised of the results of the test and/or his or her options. Students need to be aware that an alternative study plan is planned, there may occur significant changes in both overall study time required to complete the Program or Study Plan and expenditure on additional tuition and accommodation fees.

d. Students who are currently studying in the INTO CSU Center in any INTO CSU Program who receive a qualifying language requirements score to enter a CSU Pathway Program or CSU undergraduate or graduate Program must have met the following criteria in order to progress:

   • Good Attendance Standing
   • Good Academic Standing with minimum required grades in all classes
   • Good Attendance Standing
   • completion of minimum required grades in all classes
   • Good Academic Standing with minimum required grades in all classes