

INTO Hofstra

Terms and Conditions

Previous years' terms and conditions are available upon request.

1. Terms and Conditions

- a. These are terms and conditions between the student and Hofstra University ("University") for the purposes of enrollment at the University in the INTO Hofstra Programs. These terms and conditions are agreed to and effective upon a Student's completion of the confirmation process, as detailed below.
- b. The University works in partnership with the INTO group and specifically its dedicated local entity INTO Long Island LLC (together INTO) and from time to time INTO will be involved in the provision of services in connection with the delivery of the INTO Hofstra Programs (as defined below), including the receipt and handling of payments for course fees and any applicable refunds on behalf of the University.
- c. Accordingly, although your legal and contractual relationship remains with the University, INTO may be contacting you directly in the course of performing those services for the University.
- d. All students must also abide by all University rules, regulations, terms and conditions as applicable, including but not limited to those set forth in the Guide to Pride (www.hofstra.edu/guidetopride)

2. Definitions

- a. Program refers to individual courses of study.
 - i. INTO Hofstra Programs include, but may not be limited to:
 - Academic English (AE)
 - International Year One (IYO)
 - Undergraduate Transfer Program (UTP)
 - Graduate Pathway (GPW)
 - ii. A full list of programs offered is available at <https://www.intostudy.com/en-gb/universities/hofstra-university/programs>

- b. Study plan refers to the full length of study including all INTO Hofstra Programs to which a student is admitted. If a student has been admitted to more than one INTO Hofstra Program, the study plan includes all programs and spans the entire period of time needed to complete all programs.
- c. Start Date refers to the beginning of the program or study Plan as outlined on the offer letter and confirmation letter issued to the student and at <https://www.intostudy.com/en-gb/universities/hofstra-university/programs>

3. Program Admissions Criteria

- a. Students are accepted into programs in good faith on the basis of the information, documentation and certification they provide showing that they meet the admissions criteria. If, however, the results from the tests and assessment procedures upon arrival provide clear evidence that a student's English language or subject matter proficiency is significantly different than claimed or documented, and lower than that required for their designated program, then the student will be formally advised of the results and applicable alternative options.
- b. Any information, documentation or certification submitted to meet the admissions criteria for a program that is later found to have been falsified, inaccurate or incomplete may subject the student to revocation of admission or disciplinary action, including dismissal, by the University. These actions may also have adverse impacts to the student's immigration status.

4. Offer and Deposit

- a. Qualified students are issued an offer of admission following receipt of a completed application form and supporting documentation as required.
- b. The study plan offered may differ from the program(s) submitted on the application, depending on the qualifications submitted. The offer letter will include a study plan, any required deposit(s), and instructions for confirming acceptance of the offer.
- c. To accept the offer, the student must complete the following:
 - i. Return signed acceptance form
 - ii. Submit completed Affidavit of Support and qualifying bank statement(s)/sponsorship letter
 - iii. Submit any required deposit(s)

- d. Deposits are only refundable in the following events:
 - i. Verifiable visa denial
 - ii. Verifiable death or serious illness in student's immediate family
 - iii. Verifiable failure to meet the conditions of enrollment outlined in the confirmation letter

5. Confirmation

- a. The submission of the signed acceptance form and any required deposit(s) completes the confirmation process and signifies acceptance of these terms and conditions.
- b. Students will be issued a confirmation letter for the study plan, immigration documentation (I-20 or other, where student meets immigration eligibility requirements), following receipt of affidavit of support and bank statement/sponsorship letter), and a statement of account, indicating the full outstanding balance.

6. Full Payment

- a. The full outstanding balance must be paid four (4) weeks prior to the study plan start date. Any variation to these standard payment terms must be made in advance and agreed to in writing with INTO on behalf of the University. Students will not be permitted to register or enroll until full payment has been made.
- b. If a student is applying for a scholarship from a government sponsor, the student will be required to either (i) pay in full or by the due date or (ii) provide an official letter of financial guarantee from the sponsor prior to the date that is two (2) weeks after the study plan start date to coincide with the University add/drop deadline. Students with unofficial letters of financial guarantee will be allowed to register and enroll in the program, but if the official letter of financial guarantee is not received by the deadline, students will be required to pay tuition and fees in full or be withdrawn from their classes and disenrolled from the program. An official letter of financial guarantee must specify that the guarantee covers the entire term. Sponsors will be invoiced for their portion of fees, and the student will be refunded any credit balance remaining on his/her account after payment has been received from the sponsor. Students who wish to have their University health insurance waived due to sponsor provided coverage must comply with University Health Services waiver requirements.

7. Arrivals

- a. There are strict deadlines for students to begin their program. All students are expected to arrive and begin their study plan on the scheduled start date. An

unapproved late arrival may result in the student being unable to enter the United States or begin their program. Any late arrivals must be approved in advance and will only be considered on a case-by-case basis.

- b. Requests for airport pick-up should be made at least 72 hours in advance. Any requests made after this deadline cannot be guaranteed.
- c. In the event of flight cancellation or delay, students must call the Airport Arrival telephone number published in the Welcome Guide with information.
- d. There will be no refund of fees for late arrivals, and additional late arrival fees may apply. Any revision of the study plan due to late arrival may involve additional time and expenditure.
- e. All students who register on or after the first day of classes and who do not have prior approval will be assessed a \$250 late registration fee. Additional University late fees may also apply.

8. Refunds

- a. Refunds of any payments will only be made to the individual or organization that originally paid the funds. If a third party has paid the funds on behalf of the student, any refund will be made directly to the third party who originally paid the funds.
- b. Refunds of any payments can only be made to the account from which the payment was made originally. Proof of payment such as a receipt or a bank statement showing payment from that account must be produced for a refund to take place. Failure to do so may delay the refund severely or prevent it altogether.
- c. Refunds will not be paid via cash. The University (and INTO on behalf of the University) reserve the right not to accept any payment by cash at its own discretion.

9. Cancelling a Program or Study Plan

- a. Cancelling a program or study plan more than four (4) weeks prior to the published start date will result in forfeiture of the deposit(s) outlined in the offer letter.

- b. There will be no refund for students who cancel, withdraw, are suspended or dismissed from any program less than four (4) weeks prior to the published start date.

10. Changing a Program or Study Plan

- a. Students making a change to their study plan after the start date will be charged a \$250 administrative fee. Students will not receive a refund if making a change to another program while currently enrolled in an IYO, GPW or other academic program. All change requests must be received prior to the program start date.

11. Transfer to another INTO Partner School

- a. If a student transfers to another INTO partner school, tuition payment will be transferred to the other INTO partner program if the request is made prior to the start date of the INTO Hofstra Program. If the transfer request is made after the program start date, there will no transfer of tuition for the currently enrolled semester, but the remaining tuition will be transferred to the future INTO partner school. If a student has agreed to attend an IYO, GPW or other academic program, and has begun the program, there will be no transfer of any fees. Payments made for housing or insurance will not be transferred to another INTO partner school.

12. Deferral of Program Start Date

- a. All requests to defer a program must be received at least four (4) weeks before the published program start date, unless in circumstances described in 3.4. Students may make two (2) requests to defer the program start date without penalty. Any additional deferral requests will be charged a \$300 deferral fee. Students may also incur any additional charges for the shipment of documentation, as required.

13. Banking Regulations

- a. INTO and the University abide by the guidance of the Financial Action Task Force (FATF) and our banking service providers in relation to taking actions to help prevent money laundering and terrorist financing.
- b. INTO and the University are bound by international banking restrictions regarding payments to and from certain countries. These restrictions are amended regularly. Accordingly, INTO and the University reserve the right to amend applicable payment acceptance procedures accordingly to ensure compliance with these restrictions.

- c. INTO and the University operate an equal opportunity admissions policy and welcome applications from all students. However, the University reserves the right to refuse to admit a student where in doing so, it risks being in breach of the provisions set out above.
- d. INTO and the University reserve the right to refuse to accept any payment where they reasonably believe in doing so, they risk being in breach of the provisions set out above.
- e. As of January 2018, in line with current global banking restrictions, INTO and the University will not accept payments from the following countries/territories: Cuba, Iran, Syria, North Korea and the Crimean Peninsula.
- f. Payments made from a restricted country or territory will be blocked by our global banking partner. In such cases, the payment will be dealt with under the sanctions policy of the bank to which the payment was remitted.

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