

**INTO Oregon State University Terms and Conditions for
Ecampus Students Receiving International Direct and
Master's International Direct Services**

1. Introduction

- a. The following terms and conditions apply to an Ecampus student at Oregon State University (the "University") receiving International Direct ("ID") and Master's International Direct ("MID") services.
- b. The University works with INTO University Partnerships ("IUP") and INTO Oregon State University ("INTO OSU" and, together with IUP, "INTO") in connection with delivering Ecampus ID and MID Services, including with respect to the collection of course fees and the payment of applicable refunds.
- c. In addition to these terms and conditions, all students receiving ID and MID services are subject to all applicable University rules, regulations, terms and conditions, including but not limited to those set forth at <https://catalog.oregonstate.edu/regulations/> and <https://studentlife.oregonstate.edu/studentconduct>

2. Definitions

- a. "Ecampus ID and MID Services" means the services delivered by INTO OSU on behalf of the University, including, but not limited to the following:
 - i. Pre-orientation and orientation support
 - ii. Customized class schedules prepared in advance by academics
 - iii. Reserved seats in classes
 - iv. Guided registration process
 - v. Academic Success seminars
- b. "Study plan" refers to all OSU programs and all INTO Oregon State University programs to which a student is admitted, and spans the entire period of time needed to complete all programs included in a student's study plan.
- c. "Start date" refers to the beginning of the study plan as outlined in the offer letter and confirmation letter issued to the student

3. Offer and Deposit

- a. Qualified students are issued an offer of admission following receipt of a completed application form and required supporting documentation.
- b. To accept the offer, the student must complete the following:
 - i. Return a signed acceptance form
 - ii. Submit any required deposit(s)

- c. Deposits are non-refundable except in the following events:
 - i. Verifiable death or serious illness in a student's immediate family
 - ii. Verifiable failure to meet the conditions of enrollment outlined in the confirmation letter

4. Confirmation

- a. The confirmation process will be complete, and each student will be deemed to have accepted and agreed to these terms and conditions, upon receipt of the signed acceptance form and payment of any required deposit(s).
- b. Each student will be issued a confirmation letter for his or her study plan, and a statement of account, indicating the full outstanding balance owed.

5. Payment

- a. The full outstanding balance owed by a student must be paid at least four weeks prior to the applicable start date for that student. Students will not be permitted to register or enroll in any classes 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 the full outstanding balance owed by the applicable due date or (ii) provide an official letter of financial guarantee from the sponsor by the end of the first week of classes. A student with an unofficial letter of financial guarantee will be allowed to register and enroll, but if the official letter of financial guarantee is not received by the applicable deadline, then the student will be required to pay tuition and fees in full or withdraw from the University. An official letter of financial guarantee must specify that the guarantee covers the entire study plan. 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.

6. Registration and Program Start Deadlines

- a. All students must register for class(es) before the applicable start date. Any late registrations must be approved by the University in advance and will only be considered on a case-by-case basis. Any unapproved late registrations may result in the student being unable to enroll in the University.
- b. There will be no refund of tuition or fees for late registrations, and late registering students may be charged additional fees. Any changes to a student's study plan due to late registration may involve additional time and expenditure. Each student will be responsible for all costs and expenses resulting from a change to his or her study plan due to late registration.

- c. 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.

7. 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 result in the delayed payment of a refund or prevent a refund from being paid 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 in cash at its own discretion.

8. Cancellations

- a. Cancellations more than four weeks prior to the applicable 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 less than four weeks prior to the applicable start date.

9. Expiration of Credits Purchased

- a. Students have a set duration of time to use credits based on the number of credits purchased. Below is a summary of the time to use purchased Ecampus credits from the published Program start date:
 - i. 12 or 15 credits purchased must be used within 12 months
 - ii. 24 or 30 credits purchased must be used within 24 months
 - iii. 36 credits purchased must be used within 36 months
- b. The same time frames apply to any applicable subsequent credit purchases after the start of the Program

10. Changing a Program or Study Plan

- a. Students will not receive a refund if they choose to opt out of International Direct or Master's International Direct services. All change requests must be received prior to the applicable start date.

11. Deferral of Program Start Date

- a. All requests to defer the start date must be received at least four weeks before the applicable start date, [except in circumstances described in Section 3.c] . Students may make two requests to defer their start date without penalty. Any students who make additional deferral requests will be charged a \$300 deferral fee. Students may also incur additional charges for the shipment of documentation, as required.

12. Banking Regulations

- a. INTO abides by the guidance of the Financial Action Task Force (FATF) and their banking service providers in relation to taking actions to help prevent money laundering and terrorist financing.
- b. INTO is bound by international banking restrictions regarding payments to and from certain countries. These restrictions are amended regularly. Accordingly, INTO reserves the right to amend applicable payment acceptance procedures accordingly to ensure compliance with these restrictions.
- c. INTO reserves the right to refuse to accept any payment if a failure to do so would risk being in breach of the provisions set forth above.

13. Ecampus and United States (US) Visa Regulations

- a. Ecampus students are not allowed to travel to the US specifically for an Ecampus program at Oregon State University, unless they are a US citizen or Permanent Resident. Visa regulations do not allow for academic study while on a tourist or visitor visa. Students on a nonimmigrant visa inside of the US, or outside the US and who have an intent to enter the US for any period of time while enrolled in Ecampus classes must first contact the university who will assist the student in understanding options. Students who decide to study full time in the US may be required to get an F1 or J1 student visa.

14. Online Study in Country of Residence Outside of the US

- a. Ecampus students are responsible for understanding and adhering to rules, regulations and recognition of courses and degrees in their country of residence as it relates to online international study.
- b. Ecampus students are responsible for understanding the rules, regulations, and recognition of courses and degree in countries which they may seek employment, licensure or certification, or further education.
- c. Ecampus students are responsible for ensuring they have access to resources required for successful participation in a Program. Examples of resources that are outside of Oregon State University control but are critical to success in a Program include familiarity with computers, internet

access and email. It is recommended that students review required hardware and software for online classes.