

# Acknowledgment of Application Exchange Programs

I have created an application to participate in an Exchange program (the Program) offered by the Arizona State University (ASU) Global Education Office (GEO).

I understand and agree to the following:

## Completing My Application

1. I will not be considered for acceptance to the Program until I complete each of the requirements in my GEO Program application. Application requirements include:
  - **Online Requirements.** Items that I must read carefully and sign digitally, online forms that I must complete, documents I must upload and information that I must carefully review.
  - **Additional Requirements.** Other items I must submit to GEO or other tasks that I must complete as part of the GEO Program application.
2. I must click the *Submit* button within my GEO Program application in order to submit my completed application to GEO. This button will not appear until I have completed each of the Program application requirements.
3. If I do not complete the application requirements or submit my completed application prior to the published application deadline, GEO will withdraw my application (subject to the terms of [GEO Payment and Withdrawal Policies](#)).

## GEO Application Fee

4. After I click the *Submit* button within my GEO Program application, GEO will charge a **\$50 Application Fee** to my ASU student account.
  - I will be expected to pay the \$50 Application Fee by the due date posted on my ASU account, even if I withdraw my application.
  - The \$50 Application Fee is NON-REFUNDABLE, unless I am not accepted for participation in the Program (*Denied*), or if the Program is cancelled before it begins.

## Application Processing

5. My application will have a status of *Pending* until I submit or withdraw my application. After I click the *Submit* button (to submit my completed application), the status of my application will change to *Submitted*.

The status of my *Submitted* application will be updated by GEO to one of the following:

- **Accepted.** If the status of my application changes to *Accepted*, I have completed the Program application, I meet all Program eligibility requirements, and GEO is willing to endorse my participation in the Program. However, I am not yet considered a participant in the Program until I have been formally accepted by the host institution. Before GEO will submit my application for formal acceptance to the host institution, I must confirm my participation by “committing” to the Program. Terms of confirming participation in the Program are outlined below. In addition, I will be required to complete any new required application submissions that are only made available to *Accepted* students.
- **Waitlist.** If the status of my application changes to *Waitlist*, I have completed the Program application, I meet all program eligibility requirements, but GEO is not able to consider my participation in the Program unless and until another place in the Program becomes available.
- **Denied.** If the status of my application changes to *Denied*, I have completed the Program application, but was not selected for participation in the Program.

## Confirming Participation in the Program

6. Once my application status has changed to *Accepted*, I will be required to take an important additional step before GEO will consider me an actual participant in the Program.
  - To confirm my participation in the Program, I must click the *Commit* button within my GEO Program application. This button will not appear until the status of my application has changed to *Accepted*.
  - After I click the *Commit* button, the status of my application will change to *Confirmed*.
7. After I confirm my participation in the Program, GEO will charge a **\$400 Administrative Fee, International Travel Service Fee** and a **Carbon Offset fee** to my ASU student account, subject to the terms of the [GEO Payment and Withdrawal Policies](#). It may take several weeks for these charges to appear on my ASU student account.

## Declining Participation in the Program

8. If I wish to decline my acceptance to the Program (rather than confirming participation), I must click the *Decline* button within my GEO Program application. This button will not appear until the status of my application has changed to *Accepted*.
  - Clicking the *Decline* button will withdraw my application.
  - I will still be responsible for paying the \$50 Application Fee, but I will not have any further financial obligation to the Program.

## Withdrawing My Application

9. I may withdraw my application to the Program at any time, subject to the terms of the [GEO Payment and Withdrawal Policies](#).

**I ACKNOWLEDGE THAT I AM APPLYING TO PARTICIPATE IN AN ASU EXCHANGE PROGRAM. I HEREBY CERTIFY THAT I AGREE TO AND FULLY UNDERSTAND THE CONDITIONS AND OBLIGATIONS SPECIFIED ABOVE.**