ASU Study Abroad
Arizona State University

Terms of Application

Virtual Global Intensive Experience Programs

I have created an application to participate in a virtual Study Abroad Office program (the "Program") offered by Arizona State University ("ASU"). As a condition of participation, all applicants are expected to read and understand the information provided below.

Application Creation

I created an application to participate in the Program when I clicked the "Apply Now" button on the Program brochure on the ASU Study Abroad Office ("SAO") website at https://mystudyabroad.asu.edu.

- After I sign the Acknowledgment of Application in my online Program application, the SAO will charge a **$50 Application Fee** to my ASU student account, regardless of whether or not I complete the application requirements.
- The $50 Application Fee is NON-REFUNDABLE, unless:
  - I am not accepted for participation in the Program after completing my application, OR
  - The Program is cancelled for the term in which I applied to participate.

To return to my application at any time, I can access my Applicant Home Page by logging in to the SAO website at https://mystudyabroad.asu.edu.

Application Completion

My application to the Program will not be considered for acceptance until each of the required submissions in my online application is marked as "Received".

To view the list of required application submissions, I can log in to the SAO website at https://mystudyabroad.asu.edu and click on the Program application from the left side of my Applicant Home Page. Application requirements include:

- **My Tasks.** Specific items I must submit to the SAO, fees I must pay through my ASU student account, or other tasks that I must complete outside of the online Program application. These items can only be marked as "Received" by SAO staff. I can click on each of the Tasks in my online Program application to view specific instructions and/or documents that I must print, complete and submit to the SAO.
- **My Signature Documents.** Items that I must read carefully and sign. I can click on each Signature Document in my online Program application to view and digitally sign, indicating my agreement and understanding. Once I have signed each Signature Document, it will automatically be marked as "Received." If I am younger than 18 years of age, I will not be able to sign these documents electronically. Instead, I will be required to print these documents and secure a parent or guardian signature, sign and deliver the form to the SAO.
- **My Online Forms & Submissions.** Online forms that I must complete or items that I must submit electronically by uploading to my online Program application. I can click on each of the items in this section of my online Program application to provide the required information. I may begin one of these items and save it for later completion, but I must click "Submit" in order for the item to be marked as "Received."

- **Resources.** Important information that I must carefully review. I can click on each of the links in the Resources section of my online Program application to review the information and mark these pages as “Read.”

Each of the Tasks, Signature Documents and Online Forms & Submissions must be marked as “Received” by the application deadline listed for the Program. I can find instructions on how to complete the required submissions by clicking on each item individually in my online Program application. Once all of my required application items are marked “Received”, my application will be ready for review.

Application Processing

My application will have a status of “Pending” until the SAO has processed my application and has reached a decision on the status of my application. The status of my “Pending” application will be updated by the SAO to one of the following, once the Decision Date for the Program has been reached:

- **Accepted.** If the status of my “Pending” application changes to “Accepted,” I have completed the Program application, I meet all program eligibility requirements, and the SAO is willing to consider my participation in the Program. However, I am not yet considered a participant in the program if my application status is “Accepted.” In order to reserve my place in the Program, I will have to 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 (Tasks, Signature Documents, Online Forms & Submissions, Resources and Mandatory Quizzes) that are only made available to “Accepted” students.
- **Waitlist.** If the status of my “Pending” application changes to “Waitlist,” I have completed the Program application, I meet all program eligibility requirements, but the SAO 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 “Pending” application changes to “Denied,” I have completed the Program application, but was not selected for participation in the Program.
- **Withdrawn.** If the status of my “Pending” application changes to “Withdrawn,” the SAO has withdrawn my application for the Program because I did not complete the application requirements or because I clicked the “Withdraw” button next to my Program application on my Applicant Home Page.

Confirming Participation in the Program

Once my application status has changed to “Accepted,” I will be required to take an important additional step before the SAO will consider me an actual participant in the Program.

- To confirm my participation in the Program, I must click the “Commit” button in the “Confirmation of Participation” panel on the top right side of the online Program application. This panel will not appear in my application until my status changes to “Accepted.” It is important to confirm my participation in the Program as soon as possible after acceptance, in order to reserve my place in the Program.
- **After I confirm my participation in the Program, the SAO will begin to make financial commitments on my behalf, for which I will be held responsible.** I will be expected to pay for any unrecoverable costs committed by the SAO on my behalf prior to my withdrawal, even if I withdraw from the program well before the program start date.

For more information on payments, refunds and my financial obligation to the Program, I can refer to the Study Abroad Office Payment and Withdrawal Policies within my online Program application.

Fees and Payment

Application Fee
I am required to pay a **non-refundable** $50 Application Fee.

- After I sign the Acknowledgment of Application in my online Program application, the SAO will charge $50 to my ASU student account.
- I will be expected to pay the $50 Application Fee by the due date posted on my ASU account.
- In the event I am going to participate in more than one program, I will need to make separate Application Fee payments for each application.

ASU Tuition/Fees
I am expected to pay regular ASU tuition and fees for the number of credits required by the Program.*

- I should follow the same registration and payment procedures as if I were taking classes on campus (see current schedule of classes for registration cycles and payment deadlines). If I do not pay my ASU tuition/fees by the corresponding payment deadline, I will be charged a late fee and placed into a payment plan.
- I will be charged the normal mandatory fees after registering for the Program course(s). I may click here for a description of these mandatory fees or click here to view current fee amounts for the term of my Study Abroad Office program.
- I can consult the ASU tuition schedule for more specific information about my specific tuition rates for the Program term and year.**

**Resident (in-state) students pay the resident tuition rate; Non-Resident (out-of-state) students will pay the non-resident tuition rate.*

***Certain majors at ASU charge students an additional program fee in order to maintain enrollment (e.g. W. P. Carey, Barrett) which is not associated with the Program; students are responsible for paying these fees as normal.*

Study Abroad Office Program Fee
In addition to paying ASU tuition/fees, I am also responsible for paying a Program Fee.

- The $50 Application Fee is a separate charge and is not applied to the published Program Fee.
- The Program Fee will be charged to my ASU student account.
- I will be expected to pay my balance by the due date posted in my ASU student account.

Method of Payment
All SAO program fees will be charged to my ASU student account and are to be paid using the same methods I would normally use to pay my ASU charges. More information on payment options is available on the ASU website at http://students.asu.edu/paymentoptions.

Declining Participation in the Program

If I wish to decline my acceptance to the Program and withdraw my application (rather than confirming participation), I must click the "Decline" button in the “Confirmation of Participation” panel described above.

- Clicking the “Decline” button will withdraw my application.
- While I will still be responsible for paying the $50 Application Fee, I will not have any further financial obligation to the Program if I decline participation prior to confirming my participation.

Withdrawing an Application

I may withdraw my application to the Program at any time, but I will be subject to the terms of the Study Abroad Office Payment and Withdrawal Policies. In all cases, withdrawal from the Program must be submitted in writing. **The SAO may not be able to refund any portion of the fees submitted to or owed to the SAO if I withdraw from the Program for any reason.**

- If I wish to withdraw before a decision has been reached on my application, I may click the "Withdraw" button next to the Program application on my Applicant Home page. I will be prompted to enter a reason for withdrawing before the status of my application will be changed to "Withdrawn." I may also send an email to my SAO International Coordinator, stating my reasons for withdrawing, and the SAO can change the status of my application to "Withdrawn."
- Once a decision has been reached on my application, I am no longer able to withdraw my own application to the Program and MUST submit my request for withdrawal to the SAO in writing. The SAO will change the status of my application to "Withdrawn."

For more information on withdrawing from the Program, I can refer to the Study Abroad Office Payment and Withdrawal Policies within my online Program Application.

Program Cancellation

The SAO reserves the right, at its sole discretion, to cancel the Program. Should the SAO cancel the Program, my application status will change to "Program Cancelled" and I will be subject to the terms of the Study Abroad Office Payment and Withdrawal Policies.