

# Payment and Withdrawal Policies

## Virtual Partnership Programs

By signing and submitting this *Payment and Withdrawal Policies* document to the Arizona State University (ASU) Global Education Office (GEO), I agree to the terms and conditions set forth herein.

### **Fee Payment Details**

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All participants in a Virtual Partnership Program (the “Program”) are required to pay a **\$50 Application Fee** and a **Program Fee** as a condition of participation. These fees are described below.

#### **Program Fees**

As a condition of participation in the Program, I agree to pay the following fees through my ASU student account by the posted due date:

##### **Application Fee**

GEO will charge a non-refundable \$50 Application Fee to my ASU student account after I digitally submit my completed online Program application.

I understand that the \$50 Application Fee is refundable only if the status of my online Program application is changed to *Denied*, or if the Program is cancelled before it begins.

##### **Program Fee**

After being accepted to participate in the Program, and upon confirming my participation in the Program, GEO will charge a Program Fee (which includes a \$300 non-refundable Administrative Fee) to my ASU student account. The Program Fee will be posted to my ASU student account in two equal charges, due 30 days apart.

I understand that the Program Fee may not be refundable if I withdraw from the Program for any reason, or if the Program is cancelled after the Program start date.

##### **Additional ASU Fees**

Although I DO NOT pay ASU tuition for my Program course(s), I will be expected to pay the Financial Aid Trust Fee as a condition of participation. In addition, I understand that certain ASU colleges and schools charge students an additional program tuition/fee in order to maintain enrollment in the major (e.g., Barrett, W. P. Carey, Ira A. Fulton Schools of Engineering).

#### **Additional Personal Expenses**

GEO strongly advises that I inform myself fully of all refund policies for any arrangements I make independently (e.g., technology, etc.) in connection with the Program before making any financial commitments related to these arrangements. **GEO assumes no responsibility for any of these independent expenses that I incur in connection with the Program.**

#### **Paying with Financial Aid or Scholarships**

If I am a Financial Aid or Scholarship recipient, I acknowledge that it is my responsibility to arrange for my Financial Aid/Scholarship funds to apply to the GEO fees outlined above. I understand that

because of deadlines associated with contractual obligations incurred by GEO related to the Program, there is the possibility that I may not know how much Financial Aid or Scholarship funding will be available to me for the term of the Program until after the Program payment deadlines.

## **Late Payments**

I understand that I am expected to pay all fees associated with my participation in the Program by the posted due date(s). Late payments will be subject to monthly late fees. Students with delinquent accounts may be prohibited from registering for classes in future terms and may be blocked from receiving University services, such as transcripts or diplomas. If I fail to pay all such fees in full, ASU may refer me to an outside collection agency with late fee assessment continuing monthly until paid in full.

## **Withdrawing from the Program**

I must submit notice of my withdrawal from the Program in writing to GEO by email, mail, or in person. The date of withdrawal is the regular business day during which my written withdrawal statement is received by GEO. GEO will notify my Program provider of my change in status; the provider may request additional follow up action from me.

## **Fee Refund Schedule**

**GEO is not able to guarantee, and DOES NOT guarantee, that any portion of the fees owed to or submitted to GEO will be removed or refunded if I withdraw from the Program for any reason. *The later I withdraw from the Program, the higher my financial obligation is likely to be.***

If GEO has paid or encumbered funds on my behalf at the time of my withdrawal from the Program, I am not entitled to a refund of those funds unless and until the third party to which GEO has paid or encumbered such funds reimburses GEO or releases GEO from the financial obligation.

If I withdraw from the Program for any reason, I understand and agree that GEO will not be responsible for any personal expenses or losses incurred as a result of Program cancellation (e.g., technology, etc.).

**I further understand that I will be subject to the following refund schedule:**

<b>If I withdraw:</b>	<b>I must pay:</b>
After I submit my application, but before I confirm my participation in the Program	<ul style="list-style-type: none"><li>• \$50 Application Fee</li></ul>
After I confirm my participation in the Program, but before the program officially begins	<ul style="list-style-type: none"><li>• \$50 Application Fee</li><li>• \$300 Administrative Fee</li><li>• Any non-recoverable fees already charged to me, or funds encumbered on my behalf, <b><u>up to the full Program Fee</u></b></li></ul>
After the Program officially begins	<ul style="list-style-type: none"><li>• \$50 Application Fee</li><li>• Full Program Fee</li></ul>

## **Withdrawing from Classes**

After withdrawing from the Program, it is my responsibility to withdraw from the Partnership Program placeholder course (SAO 196/596) and/or all Program courses to avoid any tuition charges or failing grade(s) being issued, subject to the terms of the [ASU course withdrawal policy](#).

## **Financial Aid and Scholarships**

If I am a Financial Aid or Scholarship recipient, I acknowledge that it is my sole responsibility to contact Financial Aid and Scholarship Services immediately upon withdrawal from the Program, as withdrawal may affect my Financial Aid package.

## **Program Cancellation**

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If the Program is cancelled before the Program's official start date, I will receive a full refund of all GEO fees I have already paid. I understand and agree that GEO will not be responsible for any personal expenses or losses incurred as a result of Program cancellation (e.g., technology, etc.).

If the Program is cancelled after the Program's official start date, I may not be entitled to any refund of GEO fees. It may take a significant amount of time for GEO to be able to determine if a refund is possible in such cases; a refund amount may not be determined or posted to my ASU student account for up to 30 days after the cancellation of the Program.

## **Withdrawing from Classes**

If the Program is cancelled, it is my responsibility to withdraw from the Partnership Program placeholder course (SAO 196/596) and/or all Program courses to avoid any tuition charges or failing grade(s) being issued, subject to the terms of the [ASU course withdrawal policy](#).

## **Financial Aid and Scholarships**

If I am a Financial Aid or Scholarship recipient, I acknowledge that GEO will notify Financial Aid and Scholarship Services on my behalf, as Program cancellation may affect my Financial Aid package.

## **Medical and Compassionate Withdrawals**

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I may request and be considered for a medical or compassionate withdrawal from the Program in extraordinary cases in which a serious illness, injury or other specific significant event prevents me from participating or continuing in the Program. All such requests are subject to the terms and conditions outlined in the [GEO Medical Withdrawal Policy and Procedures](#) and the [GEO Compassionate Withdrawal Policy and Procedures](#).

**I HAVE READ AND I UNDERSTAND THESE PAYMENT AND WITHDRAWAL POLICIES. I HAVE HAD THE OPPORTUNITY TO ASK QUESTIONS ABOUT THESE POLICIES AND TO HAVE MY OWN COUNSEL REVIEW THEM.**

**I UNDERSTAND AND ACKNOWLEDGE THAT IT IS MY RESPONSIBILITY TO MAKE THE CONTENTS OF THIS AGREEMENT KNOWN TO THOSE WHO HAVE ANY FINANCIAL RESPONSIBILITY FOR OR ARE OTHERWISE FINANCIALLY INVOLVED IN ANY PROGRAM PAYMENTS ON MY BEHALF (e.g., parents, relatives, financial institutions).**

**I ACKNOWLEDGE THAT I AM SUBJECT TO THE TERMS OUTLINED ABOVE.**