

The Professional Certificate Programs at the University of California Santa Cruz Extension (the “University”), as they apply to F-1 international students coming from abroad, are operated by EC Higher Education (“EC”) in conjunction with the University of California Santa Cruz.

Students enrolled in the Professional Certificate Programs are required to comply with the terms and conditions below (the “Terms and Conditions”) which can also be found at this link: www.echigher.com/UCSC, and the University rules and regulations (the “Rules and Regulations”) which can be found at this link: <https://deanofstudents.ucsc.edu/student-conduct/student-handbook/pdf/100.0-code-of-student-conduct.pdf>. Prospective students should carefully read the terms and conditions prior to submitting their application for admission. The Terms and Conditions and Rules and Regulations may be amended from time to time. It is important that students periodically review both documents.

1. Application

The Professional Certificate Programs consist of 2, 3, and 4 quarter academic programs, with English-only quarters preceding as needed. Students may apply for any program, but they qualify for a specific program based on their prior degree-level, work experience, and their English test scores (dated within 2 years), or graduation from a Bachelor’s or Master’s degree from an accredited university within the United States within the past 2 years. Students will be either fully or conditionally admitted, based on a student’s English language proficiency test scores submitted at the time of application, into a specific Professional Certificate Program, but the program placement is subject to further English testing upon arrival (see 7. English Proficiency). The application for admission can be found at www.echigher/UCSC.

2. Admissions

To apply, students must submit a completed application, the diploma showing the student holds a bachelor’s degree, a copy of the student’s passport, and the results of an approved English proficiency test (dated within 2 years). A list of approved English tests can be found at: www.echigher.com/UCSC. Once the student submits a completed application, notification of acceptance will follow. The offer letter, for either full or conditional admission, will be sent out via email along with; directions for paying the deposit and tuition, a list of the required items that need to be submitted, information about arrival and Orientation, and items to bring for on-campus registration. Admissions questions should be sent to ucsc@echigher.com

3. VISAS

Students should contact their local Embassy, Consulate or High Commission to ensure they are allowed to enter and study in their chosen location. Visa advice can only be given by the appropriate Embassy, Consulate or High Commission. EC cannot be held responsible for decisions taken by embassies or immigration officials regarding visa entry, extensions, or denials. It is the responsibility of the applicant to ensure that the most updated visa regulations/processes are being followed. By law, for the university to issue the I-20 form, EC must receive:

- the student’s home address
- proof of sufficient funds to meet the student’s tuition and living expenses through a current (60 days or less) bank statement or letter from bank issued on bank letterhead and signed by a bank official.
- if student is sponsored, student must submit the EC Affidavit of Support for a student coming to the English Language Program or the application’s declaration of finances section for students directly accepted to the university
- A copy of their passport.

All students must enter the US on an F-1 student visa and maintain an active SEVIS record at all times while enrolled in the English program or at the University. If a visa application is rejected and EC receives written evidence at least 7 days prior to arrival, the deposit will be refunded, less any bank and courier charges, as well any non-refundable fees. Students holding an I-20 from the University must report in person to the University on Orientation Day and register with the University and EC Staff.

4. Tuition and Fees

- Directions for paying the deposit courier fee, and course fees will be communicated by the EC Admissions team. Once the deposit and courier fees are received, an I-20 will be sent to the student for the visa process. Payments may be made by bank transfer or credit card and must include all bank transfer charges (including intermediary bank charges). All tuition and fees are payable to EC. Students must pay for the entire program (minus the deposit) 14 days prior to the program’s Arrival Day. Failure to pay in full by this date will risk enrollment in the program being cancelled, including academic participation, housing, and all university services.
- For any program which is curtailed or canceled and for which a refund is due, all refunds will be processed within 45 days after the student signs off on the Course Curtailment Worksheet. Refunds must be given to the original payee.
- Full payment for your certificate program includes up to 41 units for a 4-quarter program, 27 units for a 3-quarter program, and 15 units for a 2-quarter program.
- Students who decide to complete 2 certificate programs will be charged for the price of the more expensive program plus an additional \$1,500 for the second certificate program. This will include all charges associated with a second certificate program. This will allow for up to 4 additional units of classes to be used to meet the requirements of the second certificate program. Please note that not all programs are available at all times of the year and the request for completing an additional certificate must be approved by the University of California Santa Cruz Extension international team (the “International Team”). This fee will also include the extra \$75 certificate review fee.
- All class changes must be made 3 or more days prior to the start of a class.
- Students can drop one class and add another class after the add / drop period and add a different class only one time during the course of their studies OR, in their final quarter, add an extra class up to 41 units for a 4-quarter program, 30 units for a 3-quarter program, and 18 units for a 2-quarter program without incurring additional charges, not including internships or international student orientation.
- Students will not need to pay any additional fees directly to the University before, during, or after their program unless the student requests changes to their schedule which are not covered by the terms and conditions stated here.
- The program cost includes the mandatory \$2,000 international student fee, \$75 certificate review fee, and \$200 fee for internships (for all internships done during a student’s program).
- For students who qualify for and decide to do one year of OPT (Optional Practical Training) after completing their course, a \$100 OPT advising fee is also included. Note that the fee associated with the I-765, work authorization, is NOT included and must be paid directly to the United States Citizenship and Immigration Services (USCIS). During a student’s final quarter before they complete their program, they will receive an email from the International Team to attend a workshop on OPT. Students should not pay any fees prior to this workshop.
- For students who are in a 2-quarter program and want to change to a 3-quarter program, they must do so 10 business days prior to the end of the first quarter.
- For students who are in a 3-quarter program and want to change to a 2-quarter

program, they must do so by 10 business days prior to the end of the first quarter.

•The program cost includes up to 2 drop fees at \$40 each

5. Refunds

Time of Cancellation:	Amount of Refund:
Prior to Certificate Program International Student Orientation	100% tuition & fees for the certificate program minus processing fee of \$200 and non-refundable fees including application fee and I-20 shipping fee 0% of housing for the first 4 weeks and housing placement fee 0% of student insurance
After International Student Orientation UCSC-Extension Certificate Programs or until the end of the first quarter	50% tuition & fees for the certificate program minus international orientation fee of \$2,000 and non-refundable fees including application fee and I-20 shipping fee 0% of housing for the first 4 weeks and housing placement fee 0% of student insurance

The last opportunity for any refund is 24 hours before the start of the second quarter of a student's certificate program.

Students must give a 4 week notice for all housing cancellations. Student insurance plans are non-refundable. Cancellation refunds are paid within 45 calendar days from the date of receipt of written notification. All refunds are made to the original payer. This IPP Refund and Cancellation Fees Policy covers all payments made to EC.

6. Additional services included in F-1 student Certificate program fees

Free assistance up to 2 hours per quarter with securing OPT and Internship placements including (reviewing resumes, cover letters, suggesting where to apply, how to apply, what are the steps, and practicing job interview questions or anything else the student requires, on a one to one appointment basis with the EC staff. At an additional cost, Students can also consult with the UCSC-Extension International Internship Coordinator, who will provide outreach to start-ups in finding you an internship. If the student is invited for an internship interview, a nonrefundable \$200 administrative fee will be charged to the students' university account for the services provided by the internship coordinator.

7. Arrival Information

Students must notify EC staff of their airline information as soon as they book the flight(s), including airlines, flight numbers, and departure and arrival times. This information must be submitted to ucsc@echigher.com. After entering this information, for students who booked airport transfer, they will be notified of transportation from the airport to their housing. The flight information must be received by EC staff no later than 7 days prior to the first day of the program. All students who book housing must arrive on a Saturday. Students who have booked housing and need to arrive on another day, will need to either pay for the entire week, or they can find hotel and transportation information at www.echigher.com/UCSC. All students must register on-campus with the University staff during orientation.

8. English Proficiency

When accepted to the English program, a student will be placed into a program that aligns with their English proficiency, based on the English score submitted at time of application. This program placement will be identified on the acceptance letter. However, to ensure success, every student will be reassessed with an English test upon arrival. If this post-arrival test score shows a difference from the original score submitted, the student will be administered a second placement test. The results of the testing will determine the student's program placement. In some cases, students may be placed in a program that aligns with a lower English proficiency and this may extend the length of their program. If a student's program is changed, the EC staff will meet with the student to review the test results and explain the program change. A program change is based on test results and cannot be changed. EC's decision is final in all respects. If a student's program is adjusted and the cost is greater than the amount paid, a new invoice will be sent to the student. Payment in full, including adjusted tuition will be due within 14 business days.

9. Program Enrollment

The University of California Santa Cruz Extension Certificate Programs run four quarters a year – Fall, Winter, Spring, and Summer. Once students begin their Certificate Program, they must continue their enrollment in sequential quarters until they complete the program. Students may not leave for a quarter and return at a later date. In the case of an emergency situation, the student should meet with the EC Program Director.

10. Academic Placement and Grades

For the greatest chance of academic success, students will be placed in the academic program that most closely aligns with their academic achievement to date and their English proficiency. By enrolling in the University Certificate Programs, students agree to allow their grades and attendance status be released to their agent(s) and family. Students will be required to complete a Family Educational Rights and Privacy Act (FERPA) form.

11. Academic Honesty Statement

University of California Santa Cruz Extension Certificate students agree to follow the university Academic Honesty Statement and agree not to plagiarize, cheat, use the work belonging to others, or participate in any activity outlined by the university as a violation of its policy. <https://deanofstudents.ucsc.edu/student-conduct/student-handbook/pdf/100.0-code-of-student-conduct.pdf>

12. Student Health Insurance

The University of California Santa Cruz Extension requires all international students on an F-1 student/exchange visitor visa to be enrolled in an accident and sickness insurance program. Students will receive information about the health insurance plans offered through EC and / or the University in their pre-arrival information along with the cost. Family plans are not offered. Students coming with their family may elect to purchase their own insurance and must show proof of enrollment at the time of arrival.

13. Health Declaration

Students must report to the EC Program Director any mental or physical illness, allergy, disability or condition that may interfere with their ability to successfully complete their program, that may impact the wellbeing of any other student or staff member, that may require monitoring, treatment or emergency intervention during the student's period of enrollment, or that may require special accommodation. EC reserves the right to terminate a student's enrollment if the students' participation represents a risk to their health and safety or that of other students or staff, or if, notwithstanding reasonable accommodations, in the opinion of EC, the student's physical or mental condition makes the student unable to successfully complete their program. Refunds are at the discretion of EC.

14. Housing and Dining

Housing may be available to students enrolled in the University's English or Certificate Programs. Please submit a housing request at the time of application and the admissions team will notify you of any housing options that may be available.

15. The University of California Santa Cruz Extension and English Program Code of Student Conduct

As a member of the University community, students can expect that their personal dignity and property will be respected. In turn, all students are responsible for maintaining standards of conduct that do not interfere with the rights of others nor prevent the University or EC from functioning as a center of inquiry and learning. Violations of University regulations, will result in appropriate sanctions, up to and possibly including suspension or dismissal from the University of California Santa Cruz Extension certificate programs and / or the EC Higher Education English Program.

16. Alcohol Policy

The University, as an academic institution dedicated to higher learning, condemn the irresponsible use or abuse of alcohol. The University affirms its institutional role of encouraging mature reflection and a free choice of alternatives, which may include the decision to use alcoholic beverages by a person of legal drinking age (21 years of age). The guiding principles in this choice should be education, respect, cooperation, and accountability. EC supports the University Alcohol Policy.

17. Damage to Property

Students must pay the full cost of any damage they cause to property. Damage deposits may apply to certain accommodation options. These deposits are payable in advance, but no later than the program Arrival Day.

18. Weapons

Students may not possess or use any weapons while enrolled in the University certificate programs and / or EC Higher Education English Program. Please see the university's policy on weapons: <https://deanofstudents.ucsc.edu/student-conduct/student-handbook/pdf/100.0-code-of-student-conduct.pdf>

19. No Smoking Policy

Smoking is not permitted in any building or vehicle on University property.

20. Parking

All students may park in the University of California Santa Cruz Extension parking lot, surrounding the building at 3175 Bowers Avenue, Santa Clara, CA. No permit is required.

21. Photography and Filming

Students agree that photographs, videos, artwork or other works, that include their image as well as recorded or written testimonials where they are included, may be used, stored or transferred internationally by EC, or by a third-party agent, for promotional purposes including printed and online marketing materials and on any social media network without further consent or notification. If students do not wish to participate, EC will respect their wishes, but it is the student's responsibility to remove themselves from the photograph/video by submitting a request in writing to the EC Program Director.

22. Termination

Students are required to follow all EC Terms and Conditions and university Rules and Regulations to maintain a record of good standing. A student's enrollment in the English Program and the University may be terminated for violation of behavioral, financial, or attendance standards or unlawful acts. No refund will be given and any unpaid fees become immediately payable if a student's

enrollment is terminated. Students should carefully read these terms and conditions and all university policies found in the student handbook, <https://deanofstudents.ucsc.edu/student-conduct/student-handbook/pdf/100.0-code-of-student-conduct.pdf>.

23. Liability

EC and its staff and representatives will not be liable for loss, damage or injury to persons or property howsoever caused, except where liability is expressly imposed by law. EC will not be liable in the event that any service contracted to be supplied by EC becomes impossible to supply for any reason or any cause outside the control of EC.

24. Force Majeure

EC will not be liable for any failure to comply, or a delay in compliance, with any of its obligations if the failure or delay is due to circumstances beyond its reasonable control including terrorist activity, natural or nuclear disaster, unusually adverse weather conditions and infectious diseases, Acts of God, Acts of war, accident, labor disruption, acts, omissions and defaults of third parties, and official, governmental, and judicial action not the fault of EC.

25. University Calendar

Students are advised that campus facilities may not be available during holidays and at times of university closure. These facilities include all rooms and resources located at the University of California Santa Cruz Extension Silicon Valley Campus located at 3175 Bowers Avenue, Santa Clara, CA. The University for California Santa Cruz Extension calendar can be found at: <https://www.ucsc-extension.edu/resources/academic-calendar>

26. Valid Prices

Prices are subject to change without notice and will be confirmed upon invoicing.

27. Agent Representation

EC Terms and Conditions are applicable, and relevant, to all students and agents representing students.

28. Current Terms and Conditions

These Terms and Conditions supersede any previous Terms and Conditions. The most current version of the Terms and Conditions can be found at the bottom of the page: <https://www.echigher.com/ucsc/fees> by clicking on Terms and Conditions.

29. Receiving of UCSC-Extension Program Certificate

A student will receive a certificate no more than 60 days after the last day of their certificate program. Students do not need to do anything other than finish their courses with a B average. Students do not need to enroll in a certificate review as this is included in their program cost. Certificates will be mailed to students to the mailing address in the student's file (unless otherwise requested by the student). For questions about certificates, students can contact Extensionservices@ucsc.edu.

30. Transcripts:

You can order transcripts by filling out the [transcript request form](#) and emailing it to extensiontranscripts@ucsc.edu. Fees and process times are listed on the transcript form. In your email, you can request to have the transcript mailed to you or be prepared for pickup. If you want the transcript mailed to you, make sure your student address is up to date on your student account.

Grades for a class are posted 21 days after the class finishes. If you order a transcript before the grade is posted, the grade will not appear on the transcript.