

## TERMS & CONDITIONS

The Global Pathway Program (GPP) at DePaul University is operated by EC Higher Education in conjunction with DePaul University.

Students in the GPP are bound to these terms and conditions. Prospective students should carefully read the terms and conditions prior to submitting their application for admission. It is important that students frequently review these rules and regulations as they may change. The right to amend the terms and conditions resides with DePaul University and the GPP. Students agree to comply with the current version of the terms and conditions. University rules and regulations, which also must be followed, can be found at: Code of Student Responsibility:

[www.depaul.edu/university-catalog/academic-handbooks/code-of-student-responsibility/general-information/pages/default.aspx](http://www.depaul.edu/university-catalog/academic-handbooks/code-of-student-responsibility/general-information/pages/default.aspx)

DePaul University Catalog:

[www.depaul.edu/university-catalog/Pages/default.aspx](http://www.depaul.edu/university-catalog/Pages/default.aspx)

The current GPP terms and conditions are located here:

[globalpathway.depaul.edu](http://globalpathway.depaul.edu).

### 1. APPLICATION

The GPP consists of 2 to 5 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, grade point average (GPA), and their English test scores (dated within 2 years). Students will be conditionally accepted in to a specific GPP program, but the program placement is subject to further English testing upon arrival (see 7. English Proficiency). By applying to a GPP program, students agree to comply with current terms and conditions and agree to adhere to adjusted terms and conditions. The application for admission can be found at [globalpathway.depaul.edu](http://globalpathway.depaul.edu).

### 2. ADMISSIONS

To apply, students must submit a completed application, all previous academic transcripts (high school and university) in the original language and in English, 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: [globalpathway.depaul.edu](http://globalpathway.depaul.edu). Once the student submits a completed application, notification of conditional acceptance will follow. If conditionally accepted, the student will receive a written letter of conditional acceptance, directions for paying the non-refundable 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 [depaul@echigher.com](mailto:depaul@echigher.com)

### 3. VISAS

Students should contact their local US 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. DePaul University and EC Higher Education 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 Higher Education must receive: the student's home address, proof of sufficient funds to meet the student's tuition and living expenses for the entire program through a current (6 months or less) bank statement. If funds are from a source other than the student applicant (e.g. family/friend sponsor), sponsors must also complete an affidavit of support. Available funds must be in Savings, Checking, Certificate of Deposit, or Money Market accounts. All GPP students must enter the US on an F-1 student visa and maintain an active SEVIS record at all times while enrolled in the GPP and DePaul University. If a visa application is rejected and EC Higher Education receives written evidence at least 7 days prior to the Arrival Day, the deposit will be refunded, less any bank and courier charges, as well any non-refundable fees. Students holding an I-20 from DePaul University must report in person to the university on GPP's Arrival Day and register with the University and GPP staff.

### 4. TUITION AND FEES

Directions for paying the \$2,500.00 non-refundable deposit and the entire balance will be included with the conditional offer letter. Once the non-refundable deposit is 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 GPP tuition and fees are payable to EC Higher Education. 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, including academic participation, housing, dining, and all GPP and university services.

### 5. REFUNDS AND CANCELLATION FEES POLICY

If EC Higher Education cancels a program after a student has made payment, EC Higher Education will refund all monies collected. Requests for refunds from the GPP must be submitted in writing to EC Higher Education Admissions ([depaul@echigher.com](mailto:depaul@echigher.com)) prior to the GPP Arrival Day or to the GPP Program Director after arrival. In determining the percentages of refund, the effective date of withdrawal will be the date on which the written notice of withdrawal was received, rather than the last day of class attendance. Non-attendance does not constitute withdrawal.

WRITTEN REQUEST RECEIVED	AMOUNT REFUNDABLE
Prior to GPP Arrival Day to the university, first quarter of GPP only	100% tuition & fees minus processing fee of \$200 and non-refundable fees 100% housing and dining 0% of student insurance
Arrival on campus through 24 hours prior to the end of academic add/drop period, first quarter of GPP only*	80% of tuition & fees minus processing fee of \$200 and non-refundable fees 0% of housing and dining for the current quarter 0% of student insurance
After 24 hours prior to the University's add/drop period in the first quarter of the GPP and all subsequent quarters	0% of tuition & fees 100% of housing and dining if notified in writing 30 days prior to start of subsequent quarter, 0% otherwise 0% of student insurance

The last opportunity for any refund for the entire GPP is 24 hours before the end of the DePaul University's add/drop period in the first quarter of the program.

Housing and dining refunds will not be issued for the currently enrolled quarter (beginning with the program Arrival Day), but will be refunded for future quarters with a written notice 30 days prior to the start of the subsequent quarter. 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 GPP Refund and Cancellation Fees Policy covers all payments made to EC Higher Education.

### 6. ARRIVAL INFORMATION

Students must notify the GPP staff of their airline information as soon as they book the flight(s), including airlines, flight numbers, and departure and arrival times. This information can be submitted at [globalpathway.depaul.edu](http://globalpathway.depaul.edu). After entering this information, students will be notified of transportation from the airport to campus. The flight information must be received by the GPP staff no later than 7 days prior to the program's Arrival Day. GPP housing will not be available until the GPP Arrival Day. Students arriving prior to the GPP Arrival Day will find hotel and transportation information at [globalpathway.depaul.edu](http://globalpathway.depaul.edu). All students must register on-campus with the GPP staff on Arrival Day.

### 7. ENGLISH PROFICIENCY

When accepted to the GPP, a student will be conditionally placed into an academic or English 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 conditional offer 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 stay in the GPP. If a student's program is changed, the GPP 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 is non-negotiable. 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 for the adjusted tuition will be expected within 45 days.

### 8. PROGRAM ENROLLMENT

The GPP runs four quarters a year – autumn, winter, spring and summer. Once students begin the GPP 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 GPP Program Director.

### 9. 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 GPP, 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.

# TERMS & CONDITIONS

## 10. ACADEMIC INTEGRITY POLICY

GPP students agree to follow the university Academic Integrity Policy 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://offices.depaul.edu/oaafaculty-resources/teaching/academic-integrity/Documents/Academic%20Integrity%20Policy\\_Spring%202016.pdf](https://offices.depaul.edu/oaafaculty-resources/teaching/academic-integrity/Documents/Academic%20Integrity%20Policy_Spring%202016.pdf))

## 11. STUDENT HEALTH INSURANCE

DePaul University requires all undergraduate and graduate full- and part-time international students on an F-1 student/exchange visitor visa to be enrolled in an accident and sickness insurance program. GPP students will automatically be enrolled in health insurance through the GPP. Students will receive information about the health insurance plan in their pre-arrival information and the cost will be included on their GPP invoice.

## 12. HEALTH DECLARATION

Students must report to the GPP 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 Higher Education reserves the right to terminate a student's enrollment if the student's 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 Higher Education, the student's physical or mental condition makes the student unable to successfully complete their program. Refunds are at the discretion of EC Higher Education.

## 13. HOUSING AND DINING

GPP undergraduate students will receive information about housing options on the DePaul campus while graduate students will receive assistance in locating housing options on or off campus. Participating in a dining plan is required of students living on-campus. Campus dining services will operate when the University is in session. During University holidays and closures, students will find dining options throughout the local area.

## 14. DEPAUL UNIVERSITY AND GPP 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 the GPP from functioning as a center of inquiry and learning. All students are expected to abide by the standards of behavior outlined in the DePaul Code of Student Responsibility. Violations of University regulations, as printed in the DePaul University Catalog will result in appropriate sanctions, up to and possibly including suspension or dismissal from the University and the GPP.

## 15. ALCOHOL POLICY

The State of Illinois prohibits the sale, use, distribution, manufacture, or possession of all forms of alcoholic beverages by persons under 21 years of age. Alcohol consumption that results in behavior that infringes on the rights of others in the community and or creates a risk of harm to self is prohibited. DePaul University seeks to educate students about making safe, responsible decisions regarding alcohol use.

## 16. 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.

## 17. WEAPONS

Students may not possess or use any weapons while enrolled in the GPP. Further, the DePaul University Prohibition of Weapons policy states:

Prohibition of weapons possession or use, or assisting in the possession or use, of any of the following items, including but not limited to, firearms, knives, clubs, ammunition, explosive devices, flammable liquids, taser guns, stun guns, pepper sprays, mace, or other weapons on University-owned or —controlled property, is strictly prohibited by various local, state and/or federal laws and University policy. Students in possession of dangerous weapons or materials may be subject to immediate suspension and may face criminal or civil sanctions. Students are not to possess or explode any type of fireworks on University-owned or — controlled property unless authorized in accordance with city ordinances and approved in writing by the appropriate University officer. (<https://offices.depaul.edu/public-safety/crime-reporting-prevention/Documents/campus%20violence%20prevention%20plan.pdf>)

## 18. NO SMOKING POLICY

DePaul University maintains a smoke-free environment. Smoking is not permitted in any building on University property. Smoking is also prohibited in any GPP-operated off-campus facility.

## 19. PARKING

All students must register their vehicle with the University and obtain a current parking permit. For more information, go to: <https://resources.depaul.edu/parking-services/types-of-parking/Pages/student-parking.aspx>.

## 20. 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 Higher Education, 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 Higher Education 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 GPP Program Director.

## 21. TERMINATION

Students are required to follow all GPP and university policies to maintain a record of good standing. A student's enrollment in the GPP 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 DePaul University Catalog at <https://www.depaul.edu/university-catalog/Pages/default.aspx>.

## 22. LIABILITY

EC Higher Education 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 Higher Education will not be liable in the event that any service contracted to be supplied by EC Higher Education becomes impossible to supply for any reason or any cause outside the control of EC Higher Education.

## 23. FORCE MAJEURE

EC Higher Education will not be responsible for any failure to comply with any of its obligations (and therefore shall not be required to provide any compensation) if the failure is occasioned by any cause beyond EC Higher Education's reasonable control. Nor shall EC Higher Education be responsible for any costs incurred by or on behalf of the student as a result of any such cause. Such causes shall include but shall not be limited to act of government, war, threat of war, riot, civil strife, industrial dispute, terrorist activity, natural or nuclear disaster, unusually adverse weather conditions and infectious diseases.

## 24. UNIVERSITY CALENDAR

Students are advised that campus facilities may not be available during holidays and at times of university closure. These facilities may include, but are not limited to, the Library, athletic and recreational facilities, classrooms, and laboratories. The DePaul University Academic Calendar can be found at <https://academics.depaul.edu/calendar/Pages/default.aspx>

## 25. VALID PRICES

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

## 26. AGENT REPRESENTATION

EC Higher Education Terms and Conditions are applicable to all students and agents representing students.

## 27. CURRENT TERMS AND CONDITIONS

The current EC Higher Education GPP Terms and Conditions supersede any previous EC Higher Education GPP Terms and Conditions.