

# UNIVERSITY OF HARTFORD

in partnership with  **Higher Education**

## TERMS & CONDITIONS

The International Pathway Program (IPP) at the University of Hartford is operated by EC Higher Education in conjunction with the University of Hartford. Students in the IPP 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 the University of Hartford and the IPP. 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: The Source Student Handbook [http://www.hartford.edu/student\\_affairs/files/pdf/source\\_final.pdf](http://www.hartford.edu/student_affairs/files/pdf/source_final.pdf)

2017-2018 Undergraduate Bulletin (academics)  
<http://catalog.hartford.edu/index.php?catoid=19>

2017-2018 Graduate Bulletin (academics)  
<http://catalog.hartford.edu/index.php?catoid=18>

The current IPP terms and conditions are located here:  
[hartford.edu/pathway](http://hartford.edu/pathway).

### 1. Application

The IPP consists of 2 and 3 semester academic programs, with English-only semesters 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 IPP, but the program placement is subject to further English testing upon arrival (see 7. English Proficiency). By applying to an IPP, 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 [hartford.edu/pathway](http://hartford.edu/pathway).

### 2. Admission

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 [hartford.edu/pathway](http://hartford.edu/pathway). 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 [hartford@echigher.com](mailto:hartford@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 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 through a current (60 days or less) bank statement, and a letter of permission to use the funds to cover the student's costs. Students must also submit a copy of their passport. Sponsors must provide an affidavit of support in lieu of the bank statement and letter of permission. All IPP students must enter the US on an F-1 student visa and maintain an active SEVIS record at all times while enrolled in the IPP and the university. If a visa application is rejected and EC Higher Education receives written evidence at least 7 days prior to arrival, the deposit will be refunded, less any bank and courier charges, as well as any nonrefundable fees. Students holding an I-20 from the University of Hartford must report in person to the University on IPP's Arrival Day and register with the University and IPP 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 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 IPP 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 IPP and university services.

### 5. Refunds and Cancellation Fees

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 IPP must be submitted in writing to EC Higher Education Admissions ([hartford@echigher.com](mailto:hartford@echigher.com)) prior to the IPP Arrival Day or to the IPP 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 IPP Arrival Day to the university, first semester of IPP only	100% tuition & fees minus processing fee of \$200 and non-refundable tuition deposit 100% housing and dining 0% of student insurance
Arrival on campus through 24 hours prior to the end of academic add/drop period, first semester of IPP only*	80% of tuition & fees minus processing fee of \$200 and non-refundable tuition deposit 0% of housing and dining for the current semester 0% of student insurance
After 24 hours prior to the University's add/drop period in the first semester of the IPP and all subsequent semesters	0% of tuition & fees 100% of housing and dining if notified in writing 30 days prior to start of subsequent semester, 0% otherwise 0% of student insurance

\* The last opportunity for any refund for the entire IPP is 24 hours before the end of the University of Hartford's add/drop period in the first semester of the program.

Housing and dining refunds will not be issued for the currently enrolled semester (beginning with the program Arrival Day), but will be refunded for future semesters with a written notice 30 days prior to the start of the subsequent semester. 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 Higher Education.

### 6. Arrival Information

Students must notify IPP 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 [hartford.edu/pathway](http://hartford.edu/pathway). After entering this information, students will be notified of transportation from the airport to campus. The flight information must be received by the IPP staff no later than 7 days prior to the program Arrival Day. IPP housing will not be available until the IPP Arrival Day. Students arriving prior to the IPP Arrival Day will find hotel and transportation information at [hartford.edu/pathway](http://hartford.edu/pathway). All students must register on-campus with the IPP staff on Arrival Day.

### 7. English Proficiency

When accepted to the IPP, 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 IPP. If a student's program is changed, the IPP 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 IPP runs 3 semesters a year—fall, spring and summer. Once students begin the IPP, they must continue their enrollment in sequential semesters until they complete the program. Students may not leave for a semester and return at a later date. In the case of an emergency situation, the student should meet with the IPP 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 IPP, 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.

### 10. Academic Honesty Statement

IPP 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. (The Source 2017-2018, page 52).

### 11. Student Health Insurance

The University of Hartford 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. IPP students will automatically be enrolled in health insurance through the IPP. Students will receive information about the health insurance plan in their pre-arrival information and the cost will be included on their IPP invoice.

### 12. Health Declaration

Students must report to the IPP 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

Undergraduate students in the IPP are required to live in designated IPP housing. Students will be assigned to a quality furnished room which will be available throughout the course of their program even when the University is officially closed. The IPP staff can assist graduate students with referrals for off-campus housing. 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, IPP students on a dining plan will have access to special food services.

### 14. University of Hartford and IPP 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 IPP from functioning as a center of inquiry and learning. Violations of University regulations, as printed in the Bulletin, The Source, and/or the Housing Contract, will result in appropriate sanctions, up to and possibly including suspension or dismissal from the University and the IPP.

### 15. Alcohol Policy

The University of Hartford, 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. The IPP supports the University Alcohol Policy.

### 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 IPP. Further, the University of Hartford Weapons Policy states: "The possession and/or use on University property of firearms, non-functional representations of firearms that could reasonably be perceived to be real firearms, deadly weapons and dangerous instruments is not permitted . . . under Connecticut General Statute 53a-3." (The Source 2017-2018, page 29).

### 18. No Smoking Policy

Smoking is not permitted in any building or vehicle on University property, or in any IPP-managed off-campus facility.

### 19. Parking

All students must register their vehicle with the Department of Public Safety and obtain a current parking permit. Public Safety has authority to enforce the University motor vehicle and traffic regulations as outlined in the Your Car on Campus pamphlet. Copies can be found online at [publicsafety.hartford.edu](http://publicsafety.hartford.edu).

### 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 IPP Program Director.

### 21. Termination

Students are required to follow all IPP and University policies to maintain a record of good standing. A student's enrollment in the IPP 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. (The Source, at: [http://www.hartford.edu/student\\_affairs/files/pdf/source\\_final.pdf](http://www.hartford.edu/student_affairs/files/pdf/source_final.pdf)).

### 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. Housing for IPP students will remain open at all times and students will have access to food services. The University of Hartford Academic Calendar can be found at [http://www.hartford.edu/academics/academic\\_calendars](http://www.hartford.edu/academics/academic_calendars).

### 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 IPP Terms and Conditions supersede any previous EC Higher Education IPP Terms and Conditions.