

Study Group Scholarship Application Form

Applicant information

Student name	
Current address	
Mobile telephone number	Email
Intended degree	Program start date

Eligibility

1. Have you submitted a completed application form including all secondary school academic records? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(please tick)</i>
If no, state reason:
2. Secondary school leaving average grade

Declaration

I read and have accepted the terms and conditions on page 2 of this form <input type="checkbox"/> <i>(please tick)</i>	
Applicant signature	Date

For Study Group use only

Date of submission	Scholarship approved? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(please tick)</i>
If no, state reason:	
Admissions Manager signature	Date

Terms and Conditions

Participant responsibility

The price for the Study Group USA Higher Education LLC invoiced program does not encompass additional ancillary expenses, including but not limited to:

- 1) Personal spending money.
- 2) Insurance for pre-existing medical conditions, i.e., ailments which exist prior to arrival in the U.S.
- 3) Meal and housing costs during the few times the university is officially closed – usually limited to the Thanksgiving holiday in late November, the Christmas holiday (which normally lasts about four weeks) and Spring vacation (approximately 10 days).
- 4) University textbooks and other necessary school supplies.
- 5) Air fare to and from U.S. domestic airport closest to the university campus in the United States (a round trip ticket is required).
- 6) Extra costs for ESL which may be required by a student whose English language proficiency is inadequate.

Rules

All participants in the Study Group USA Higher Education LLC program are subject to the rules of the university in which they are enrolled. Students must assume full responsibility for compliance. Students must adhere to all housing regulations of the university, to include payment, withdrawal, and cancellation. Rules governing alcohol, tobacco, controlled drugs and other serious offenses will be strictly enforced. Applicants are reminded that international students in the United States must comply with both the letter and the spirit of the law in order to retain valid student visas. Violations of such laws will render the participant liable for immediate dismissal from the program and repatriation to the home country, if not legal prosecution for violation of the laws of the state or federal jurisdictions involved. No refund of fees will be made in the event of dismissal or withdrawal. Students seeking transfer between the date of initial arrival in the United States and the first day of classes may have their I-20 cancelled by the institution to which they were accepted, and no refunds will be granted. Admission is subject to availability. Early application and payment is advised.

Payment Policy:

Students are required to pay a deposit directly to Study Group USA Higher Education LLC before they receive an I-20 form from the partner institution. Deposit amounts vary. Payment for the Fall semester is due July 25. Payment for the Spring semester is due December 15. Payment for the Summer semester is due April 10. All students are required to pay the invoiced amount in full and in advance of the semester start date. Students accepted by an institution after the billing due date are required to pay their deposit immediately upon receipt of an acceptance letter, and are required to pay their bill in full prior to their departure for the United States, or within thirty days of deposit, whichever comes first. Students with outstanding balances will be immediately placed on hold by the host institution, and may be barred from attending classes until payment is made in full.

Payments by credit card after the due date will be subject to a fee of 2% of the total invoiced amount.

Students with balances due after 30 days from receipt of invoice are subject to a \$1,000 late payment fee.

Wire payments are recommended. Please refer to the following Bank Details in order to make a wire transfer.

Bank Details

IMPORTANT: When wiring monies, include the student name on the account. If no student name is linked to the wire, delays with processing the payment will likely occur.

Bank Name: Bank of America
Account Number: 9417-201482
ABA Routing: 0260-0959-3
Swift Code: BOFAUS3N
Bank Address:
1185 Avenue of the Americas,
New York, NY 10036 USA

General Refund Policy

- All refunds will be sent to the account of the individual from whom Study Group has received the original direct payment, either the student or the Study Group representative to whom the fees were originally paid.
- If a student's visa application is rejected after payment has been received, all fees will be refunded within 45 days, provided a refund request form and an official visa refusal letter from the US Embassy or Consulate is received by our International Admissions Center at least 2 business days before the course is due to start and the student has fulfilled all requirements for a visa application. No refund will be made if a visa rejection is based on the student's failure to meet the necessary criteria for their chosen visa category.

Cancellation Policy

The cancellation policy applies to students who terminate their program prior to start of first course. All cancellations must be made in writing to our International Admissions Center and the following refund policies apply:

- 1) Cancellation of program: If Study Group cancels a program subsequent to a students' enrolment, Study Group will refund all monies paid by the student.
- 2) If an applicant who has been accepted by Study Group and its partners cancels their course prior to the start of the program or does not enter the US with an I-20 issued by Study Group's partners, Study Group will refund all monies paid less a \$500 non-refundable cancellation fee and any actual housing costs incurred by Study Group or its partners.
- 3) If an applicant who has been accepted by Study Group and its partners cancels their course prior to the start of the program or never attends class, but has entered the US with an I-20 issued by Study Group's partners, Study Group will refund all monies paid except:
 - a. All tuition charges for up to 4 weeks of the first term/session, a \$500 non-refundable cancellation fee and any actual housing costs and insurance incurred by Study Group or its partners for programs whose first term is less than 12 weeks.
 - b. All tuition charges for up to 6 weeks of the first term/session, a \$500 non-refundable cancellation fee and any actual housing and insurance costs incurred by Study Group or its partners for programs whose first term is more than 12 weeks.

Withdrawal Policy

Study Group defines withdrawal as termination of a course after orientation for the first course has started. Any withdrawal request must be made in writing to the Center Director of the ISC where the student is studying.

If an enrolled student notifies Study Group of his/her intention to withdraw in writing to the Center Director of the ISC where the student is studying, the following refund guidelines will apply:

- 1) First term/session: for students who withdraw at any point in the first four weeks of the first term of their program, Study Group will retain all charges applicable to the first four weeks. For students who withdraw after the first four weeks but before the mid-point of the first term/session, Study Group will retain a pro-rated amount of tuition and related fees. Refund of housing fees may be less a housing deposit and/or pro-rated unless it is non-refundable by the university. For students who withdraw after the mid-point of the first term/session, Study Group will retain all charges for that term.
- 2) Pro-rated refunds will be calculated on a weekly basis and partial weeks will be considered full weeks.
- 3) Subsequent terms: for students who withdraw after completing the first term/session but before or at the midpoint of any subsequent term/session, Study Group will retain a prorated amount of tuition and fees up to the midpoint. For students who withdraw after the midpoint of any subsequent session, Study Group will retain all of the tuition for that current term/session.

Study Group will not make any refunds to students who are terminated due to violation of Study Group's or its partner's written disciplinary and/or attendance policies or local, state or federal law.

Academic Scholarships:

Study Group Higher Education North America offers scholarships to recognize strong academic achievement.

- 1) Scholarships are offered during specified dates and students will be notified when applications are available to apply
- 2) Scholarships are available for undergraduate applicants that meet specified academic entry criteria as determined by Study Group
- 3) Scholarships may only be applied to the final 2 semesters of the International Year 1 or Global Gateway Program
- 4) If a student is awarded a scholarship, they will be notified in writing within 30 days.
- 5) If a student is awarded a scholarship and subsequently cancels or defers their program, the scholarship is forfeited. Any remaining funds for the scholarship are also cancelled.

Government sponsored students are not eligible for scholarships.

Study plan changes

1) Upon arrival, students will be given a placement examination to assess their English language level. Many institutions also require an assessment in Math. As a result, the length of study may be longer than originally anticipated, incurring extra costs for which the student will be responsible.

2) Students are required to complete their study plan by remaining on campus for consecutive Fall, Spring and Summer semesters.

Progression

Progression at the end of any given semester is dependent on successfully passing all courses in that semester and necessary progression requirements. Partner institutions may have additional requirements for progression. These additional requirements will be reviewed during orientation. Undergraduate students are conditionally accepted to a university, not necessarily into a particular program of study. The university reserves the right to impose additional academic requirements post arrival (such as minimum grade point average) before a student is formally admitted into a particular program of study.

Insurance

All students are required to be properly insured. StudyCare or university-based insurance will be automatically added to your booking, unless proof of comparable insurance is provided upon application. Please note that StudyCare includes services beyond typical health insurance policies in the United States, e.g. cancellation, emergency repatriation, personal liability etc.

US-based health insurance is mandatory for all students. Insurance policies based in countries outside of the United States will not be accepted as reasonable substitutes. While Study Group provides StudyCare Insurance, some Institutions will require students to have a student health insurance policy directly from the institution instead. Insurance coverage begins upon arrival and insurance cards are issued post arrival on campus.

Damage and Liability

Any reference in these terms to liability of students shall also infer liability on the parent or financial sponsor, and such liability is joint and several. Students are responsible for payment for any damage caused by them to Study Group USA Higher Education LLC/institution property, including fixtures and fittings in university-approved accommodation. Occupants of shared accommodation are jointly and severally liable for the proper care of rooms, fixtures and fittings and the university reserves the right to recover costs for damage or exceptional cleaning.

Publicity

Students (and their parents or guardians, where applicable) agree that their images and sound, and details and achievements may be used in any media for promotional purposes without written consent or notification. This includes permission to pass them on to third parties (agents, publications, etc.) at our discretion as long as the images are used to publicize Study Group programs.

Data protection

Any information provided to Study Group USA Higher Education LLC may be held on computer and shall be used in accordance with US law, including FERPA, HIPAA, and ADA. Study Group USA Higher Education LLC is an Equal Opportunities provider. Information provided to Study Group USA Higher Education LLC is held and processed for the purpose of administering your application, and may be carried forward to your official student record, which holds data in electronic and paper form on your personal details, academic and administrative history and on relevant financial transactions. After you leave, the parts of your student record which the college or university needs to retain will be archived. Some information will also be processed for the purpose of managing our relationship with you as an alumnus. Other information will be destroyed. Throughout, your personal data will be held in accordance with current US data protection law.

Variation

No variation to these conditions is valid unless agreed in writing by the Center Director and approved by the Managing Director, North America provided always that the Study Group USA Higher Education LLC reserves the right to make any addition, amendment or alteration to these conditions upon giving one semester's written notice of such change to all affected students.

Communication

Please supply Study Group USA Higher Education LLC with personal e-mail addresses and mobile/cell numbers prior to arrival, in order that communication, to include transmission of student reports, may be maintained at all times. Please also advise of any changes as they occur.

Agreement and release

I apply to enroll the person named as a student of Study Group USA Higher Education LLC. I agree to pay all fees incurred by the student as they become due, and either give the required notice of cancellation or to pay the required fees in lieu of notice. I agree to abide by the terms and conditions of Study Group USA Higher Education LLC. I give permission for the administration of first aid and appropriate non-prescription medication to my child, and give permission to Study Group USA Higher Education LLC and designated representatives to seek medical, dental or optical treatment when required. I am the parent or legal guardian named. We do hereby authorize Study Group USA Higher Education LLC and its assigned agents, and any designated program representative, as agents of the undersigned parents, to consent to any x-ray examinations, anesthetic, medical or surgical diagnosis or treatment, or hospital care which is deemed advisable by, and is rendered under, the general supervision of any licensed physician or surgeon, whether such treatment or diagnosis is rendered at the office of said physician or surgeon or at a hospital. It is understood that this authorization is not given in advance of any specific diagnosis, treatment or hospital care being required, but is given to provide authority and power on the part of aforesaid agents to give specific consent to any and all such diagnoses, treatments, or hospital care which the aforementioned physician or surgeon, in the exercise of his/her best judgment, may deem advisable.

We waive and release all claims against Study Group USA Higher Education LLC and its agents for any injury, loss, damage, accident, delay or expense resulting from the applicant's participation in the program. We also release Study Group USA Higher Education LLC and its agents and agree to indemnify them with regard to any financial obligations or liabilities that the applicant may personally incur or any damage or injury to the person or property of others that the applicant may cause while participating in this program. We understand that the program begins with the outbound flight to the United States and terminates when the return flight lands. We realize that any airline's liability for loss or damage to baggage or property, or for death or injury, is limited by the terms outlined by the airlines.

We also understand that it is our responsibility to obtain a passport and any required visa.

We understand that Study Group USA Higher Education LLC is not responsible for any loss or injury suffered by the applicant at any time while participating in the program, including but not limited to losses or injury suffered during periods of independent travel or absence from the program. If the applicant becomes ill or incapacitated, Study Group USA Higher Education LLC or its agents may take such action as it considers necessary, including securing medical treatment and transporting the applicant home at his/her own expense. We release Study Group USA Higher Education LLC from all liability related to such actions.

We understand that the applicant's participation in the program may be terminated at the discretion of Study Group USA Higher Education LLC without any refund of fees and that the applicant may be sent home at his/her expense if he/she does not adhere to the U.S., State, and local laws and college/ university rules. We agree to accept full responsibility for personal expenses, books, any required additional language training and round trip air fare.

In the event that Study Group USA Higher Education LLC or its agents advances or loans any funds to the applicant or incurs special expenses on his/her behalf, we agree to make immediate repayment to Study Group USA Higher Education LLC. We understand that this Agreement cannot be modified except in writing signed by Study Group USA Higher Education LLC.

Applying for a visa

Once a student has been accepted, s/he will be provided with an I-20 from the United States Citizenship and Immigration Services (USCIS), issued by the participating college or university. This form will be sent upon receipt of deposit. An I-20 is required to start the process of obtaining a student visa to enter the United States. You will also be required to present financial documentation to the United States Citizenship and Immigration Services (USCIS) consular office in your country. We advise you to have a letter from your parents/ guardian, financial sponsor or other source of support stating their responsibility for your expenses throughout. A bank statement or letter verifying their financial ability to cover your expenses should also be provided. The bank statement cannot be a copy; it must be original (per immigration law). The bank statement must be notarized and no older than six months. Also, in addition to the bank statement, we require an affidavit of support, which is an original letter from the student's sponsor (such as parent or guardian), claiming financial responsibility for the student. This affidavit must also be notarized. If the student is self-sponsored, no affidavit is required. In the case of government sponsored students, the Financial Guarantee serves as both the bank statement and the affidavit. We recommend that all students apply for their visa as soon as possible, and notify Study Group USA Higher Education LLC directly once your visa status is known. Please notify your academic enrollment advisor when you have made an appointment, and notify your counselor with the outcome of that appointment.