

UCLA Extension
International Student Commitment to Participate
Statement of Responsibilities

I am applying to participate in a UCLA Extension (UNEX) international program. I recognize that by signing this agreement, upon acceptance into this program, I acknowledge my commitment to participate in the UNEX International Program, for which I am applying.

I confirm that I will accept my admission to the program, and upon acceptance into the program will pay a non-refundable \$500 deposit to confirm my commitment to accept my placement in the program. Additionally, as a participant in my program, I promise to abide by the following statement of responsibilities:

Communication. It is my responsibility to **respond within 24 hours to all email correspondence** from UNEX International Programs Staff and/or Departments regarding my application, participation, and progress in this program **sent to the email address I have provided and listed on my application**. Failure to respond to email correspondence in a timely manner may impact my success in my program, my ability to participate, and my ability to maintain my student visa status.

Risk Management. It is my responsibility to respond and reply to all forms of communications from the International Student Services (ISS) Office or any other UNEX International Programs offices within 24 hours of receipt, when contacted regarding potential threats or risks to my health, safety, or well-being in the U.S. during my program.

Participation. I will participate in all required stages of the application process, obtaining and maintaining my F-1 visa, attending classes consistently to maintain good academic standing at UNEX, and any required programming which may include, but is not limited to orientation, classes, workshops, and meetings. Failure to participate fully in all aspects of my program may impact my academic grades and/or my ability to participate in the program.

Application and Payment. I acknowledge that, to be considered an admitted student at UCLA Extension, I must:

- **Submit a completed application for each quarter that I attend UNEX.**
- **Make quarterly program payments on time.**

Acceptance and Deposit. Upon my acceptance to participate in my UNEX program, I will be required to pay a non-refundable deposit payment of \$500 to secure my place in the program. This deposit payment will be applied towards my total program fee. In the event I withdraw from my program after paying the deposit to confirm my placement and intention to participate in my UCLA Extension program, I will automatically forfeit the \$500 non-refundable deposit.

Immigration Implications for Non-payment of Tuition and/or Program Fees. To be fully admitted into UCLA Extension on an F-1 visa, I must complete my application in full each quarter I attend UCLA Extension. This includes making payment in full (deposit and/or the final program fee balance) each quarter. If I do not complete the application process make payment in full for each quarter of attendance, I will not be considered an admitted student. If I register into UCLA Extension courses without having completed my application or without paying the fees associated with my admission to the program, I understand that I will not be recognized as an admitted student and any courses I have registered for outside of the admissions process will be dropped from my record and no refund for those course costs will be provided.

Should I have my courses dropped from my schedule because I have not completed my quarterly application (new or returning) and/or made my quarterly payment in full for my international program fee, tuition, etc., I understand that I will be out of status as it relates to the regulations governing the F-1 visa, which will ultimately result in the termination of my SEVIS record, requiring me to immediately depart from the United States, as I will no longer be a student eligible for F-1 status.

Program Fees. I understand that **all students, including me, regardless of the program** (Study Abroad or Certificate) will pay the following International Program Fees for their first quarter of study and for every subsequent quarter of study at UCLA Extension. Tuition (course fees) is not included in the International Program Fee. A description of fees and refund policies that I will abide by is available on the website.

Participation in More than One UCLA Extension Program. If I am seeking to begin a new certificate program or add an additional quarter as a study abroad student after I complete one certificate or my Study Abroad quarter, I will need to complete a new program application and I-20 application to extend my student visa.

Refund Schedule. Individual students canceling their participation (prior to program start date) will be refunded according to the following refund schedule:

- 60 days or more prior to start date; The program deposit will not be refunded. 100% of the program fee balance will be refunded.*
- 59–45 days prior to start date; The program deposit will not be refunded. 75% of the program fee balance will be refunded.*
- 44–30 days prior to start date; The program deposit will not be refunded. 50% of the program fee balance will be refunded.*
- 29–15 days prior to start date; The program deposit will not be refunded. 25% of the program fee balance will be refunded.*
- 14 days or less prior to start date; The program deposit will not be refunded. 0% of the program fee balance will be refunded.*

*Fees incurred to process a refund will be deducted from the amount refunded to the student; this could include but is not limited to wire transfer fees, postage fees, etc.

Denial or delay of visa does not waive student from the above refund policy. Students are advised to purchase airfare after obtaining their visa (when applicable).

UNEX and UCLA Tuition Refunds. Tuition fees are paid separately from the International Program Fees and follow a different refund and payment schedule.

UNEX IP Activities, Co-curricular, and Extracurricular Programming Refunds. I understand that my International Program Fees pay for some (not all) activities, co-curricular, and extracurricular programming offered by the IP – Global Education Office (IP-GEO). If I chose not to participate, sign up for, or engage in the programming offered, I understand that I am not eligible for a refund for the cost of the activity and am forfeiting my ticket, seat, and/or placement in the activity or program. I also understand that I am not allowed to transfer nor sell my ticket, seat, or placement on the activity, co-curricular, and/or extracurricular programming to another person. Some activities offered will require advanced registration and will have limited tickets, seats, and/or placements available. Access to participation will be on a first come, first served basis for all activities, co-curricular, and extracurricular programming offered by UNEX.

Withdrawal from the Program. I understand and agree to the following regarding withdrawal from or cancellation of a UNEX International Program. This information applies to ALL programs.

If I withdraw, I will notify the UNEX International Programs Administration (IPA) office in writing (via email). The date that my written notification is received by the IPA is the date by which the financial calculation will be determined. If I decide to withdraw and fail to submit any written notification of my withdrawal and/or fail to appear at UNEX for my program, I understand that I will likely lose my entire program fee paid to UNEX.

If I withdraw from the program prior to the program's first day, I will be required to withdraw from my course(s) and will receive a refund of any tuition and fees (note: this does NOT include non-recoverable costs described below). If I withdraw after the program's first day, refunds for any recoverable tuition and fees will be according to standard [UNEX policy](#) for tuition, course fees, and certificate candidacy fee refunds:

- A \$30 administrative fee will be withheld from each dropped course for which a refund is due (\$50 for concurrent enrollments). This does not apply to courses that are canceled by UCLA Extension or transfer requests that are received on or before the final transfer date.
- Additional fees may be withheld as indicated in course listings. These fees are typically listed in the Details and Notes of each course section, if applicable, and are generally earlier and the amounts withheld are higher.
- Certificate candidacy and miscellaneous application fees are nonrefundable.

If I am put on probation or removed from the University after acceptance, it is my responsibility to withdraw from my program.

Withdrawal after Starting, but prior to Completing my Program. If I withdraw, depart, or am removed from a program before its formal completion, I may be ineligible for academic credit. Should I receive permission to return home early, I may be eligible to receive a grade of "W" (withdrawal) on my academic transcript. Deadlines and procedures for receiving a grade of "W" will be according to [standard university policy](#).

UNEX IP may have mandatory orientation sessions, meetings, and workshops in addition to the coursework I am enrolled in at UNEX. These additional meetings, workshops, and coursework, if required, are a part of my program and I agree to participate in these activities before, during, and at the conclusion of my program.

Withdrawal Due to Safety Concerns. Unless UNEX has officially canceled my program, I am responsible for all costs related to my withdrawal. Financial liability will be determined according to the date on which I withdraw in accordance with the Refund Schedule outlined above. Any outstanding circumstances will be reviewed on a case-by-case basis.

Withdrawal from my Program and/or from any of my Course(s). I understand that withdrawal from my program and/or any of my course(s) will also have an impact on my immigration status. Before I withdraw from my program and/or any of my course(s), I must contact iss@uclaextension.edu to discuss my immigration options. If I do not work with the ISS office before, I drop my program and/or any of my course(s) could potentially impact my future visa applications made to the U.S. Government.

Scholarship Funding and Withdrawal. If I have received a scholarship provided by UNEX for a program from which I withdraw, upon my withdrawal I will be required to return the monies I received to UNEX.

Academic Credit and Good Standing. I will comply with UNEX's [academic policies and procedures](#). I will maintain enrollment in a full course of study for the duration of my program.

I must maintain full-time student status while participating in my program by taking a full-time course load, or 12 academic units each quarter (certain exceptions may apply, please contact ISS with any questions). If I fall below the minimum enrollment requirements, this will jeopardize my F-1 visa status. Additionally, I must maintain an overall Grade Point Average (GPA) of a 2.0 out of a 4.0 scale to maintain good academic standing. This will be reviewed quarterly. Should I fall below a 2.0 in a given quarter, I will have two (2) quarters to improve my overall GPA. If I do not make the required improvement, I will be subject to dismissal from my academic program which will result in the termination of my immigration record.

Course Modality Requirements: In-person and Online Courses. Federal visa regulations state that as an F-1 student, I can only enroll in one online course counting toward my full-time enrollment every quarter. Subsequent online course registration is permitted, but only one of my online courses can count toward the 12 academic unit full-time course load minimum.

University Policies. I agree to abide by UCLA Extension (UNEX) [policies](#), including the UNEX [Nondiscrimination Notice](#), UNEX [Student Behavior and Conduct Expectations](#), UNEX [Academic Dishonesty](#) Guidance, and UNEX [Principles of Governance](#) while enrolled in the program. I acknowledge that I am subject to disciplinary action for violations of those policies. UNEX IP reserves the right to share any conduct issues I have perpetrated with my home institution, sending agent (if applicable), or company; and I may be subject to their disciplinary process in addition to any disciplinary actions that I incur at UNEX.

Laws, Cultural Customs, and Compliance. As a participant in an UNEX International Program, I understand I am responsible for knowing and obeying U.S. and local laws, visa regulations, UNEX and UCLA policies, and the rules of my international program.

I understand I must be sensitive to and will abide by the social mores and cultural customs of the U.S., California, my community, UCLA Extension, UCLA, and my program.

- I promise I will do my best to behave respectfully and operate in good faith while attending my UNEX International Program.
- I pledge my adherence to the [Nondiscrimination Policy](#) at UNEX; namely that I will not discriminate against anyone on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services.
- I further acknowledge that I understand and agree that sexual harassment and sexual violence, defined as sex crimes, domestic or dating violence, unwelcome sexual advances or requests for sexual favors, and other nonconsensual verbal, nonverbal, or physical conduct of a sexual nature are prohibited and will not be tolerated.

Violation of these policies will result in action taken by UNEX to prevent, correct, and, when necessary, discipline, behavior that violates the UC policies on [Discrimination and Sexual Violence and Sexual Harassment](#).

Removal. For all infractions, the disciplinary procedure determined by UNEX's Student Rights and Responsibilities Office (SRRC) will be applied. While participating in required and optional programs and activities while attending UNEX, if I disrupt the group learning process, violate any of UNEX's SRRC policies, or my behavior gives the program leader(s)/on-site coordinator(s) reasonable cause to believe my continued presence in the program or activity poses a danger to the health or safety of persons or property, or impedes, disrupts or obstructs the program or activity in any way, I may face removal from the program or activity and depending on the infraction, could lead to disciplinary action from the SRRC. Examples of grounds for immediate removal include, but are not limited to - alcohol, drug, and weapons-related violations, assault, sexual or racial harassment, inability to follow direction or willfully choosing not to follow direction, etc.

Prior to dismissal from an activity, I will be provided with an opportunity to explain my conduct to the program leader(s)/on-site coordinator. If it is determined that I need to be removed from the program or activity, the decision for removal would be final and no refund will be issued.

Depending on the seriousness of the infraction the incident may be reported to the Student Rights and Responsibilities office for further review and possible disciplinary action. Should I be removed from my UNEX program for disciplinary reasons, I will be responsible for transportation costs and any other expenses associated with early removal from the program or activity.

Program Modification and Cancellation. UNEX may make modifications to the program, which includes, but is not limited to changes to instruction modalities, cancellation, etc. at any time and for any reason, including, but not limited to, pandemic, epidemic, natural disaster, acts of God, war, quarantine, civil unrest, public health risks, criminal activity, terrorism, accident, etc. I am responsible for engaging and reading messaging from UNEX IP to stay current with updates and learn about modifications to my program, visa regulations, etc.

If the program is interrupted or cancelled by UNEX for any reason, including, but not limited to, pandemic, epidemic, natural disaster, acts of God, war, quarantine, civil unrest, public health risks, criminal activity, terrorism, or accident, UNEX, depending on the circumstances and timing of the cancellation, shall make every effort to enable students to complete the academic work of the program, including by placement in an alternative program or by other means. In the alternative and at its discretion, UNEX will make good faith efforts to recover and to return any portion of fees it may recover which may be attributable to the student's participation in the program.

If my program is canceled due to any of the above reasons or due to a disciplinary issue, the following terms apply:

- a. **Transportation.** I am responsible for making my own flight arrangements. UNEX is not responsible for penalties assessed by air carriers, or any other associated costs based on program cancellation, operational and/or itinerary changes when students make their own flight arrangements. Refunds for air transportation are subject to the rules and regulations of the appropriate airline or travel agency; UNEX has no jurisdiction or control.
- b. **Travel Insurance.** I understand that I have the option to purchase fully refundable airline tickets and/or trip cancellation insurance to safeguard myself against losses or penalties should a program be canceled or if I have an accident or emergency that necessitates an early departure from the U.S. UNEX assumes no responsibility for any losses or penalties incurred by purchasing additional insurance coverage for my travel and/or program. UNEX IP assumes no responsibility for such losses or penalties.
- c. **Travel.** The University is not responsible for travel delays, inconveniences, or lost property. My property is transported at my risk. I am financially responsible for any additional expenses incurred to arrive early, additional personal travel during my program dates, extending my time in the U.S. after the conclusion of my program, or for the loss/destruction of my personal property before, during and after the program.
- d. **Housing.** I am expected to manage and arrange my own housing for the duration of my program. I will be solely responsible for the costs of my housing and any adjustments, changes to my housing for any reason, and any outstanding charges levied and associated with the provided housing, as well as any additional charges for the alternative housing arrangements I make.
- e. **Late Arrival.** If I arrive after the start of classes at UNEX, I am responsible for all academic consequences, such as lost class time and missed assignments. If I incur a delayed arrival, I will notify my IP-GEO advisor as soon as I am able, so they are aware of the delay.
- f. **Visas and travel documents.** UNEX is not responsible for the cost of airfare, visas, housing, or any other expenses I incur.
- g. **UNEX Program Activities and Personal Travel.** UNEX is not responsible for any injury or loss I may suffer when I am participating in program activities, traveling independently, or am otherwise separated from any UNEX-sponsored activities. If I become separated from the program or activity group for any reason, I will rejoin the group at my own expense at the first opportunity.
- h. **Non-Recoverable Costs.** Non-recoverable costs are any payments that have been paid to a vendor on a student's behalf or by the student, for their participation in the program. UNEX is not responsible for refunding non-refundable costs including but not limited to the cost of airfare, visas, housing, or any other expenses incurred by the student.

Health. I am responsible for my own health maintenance and understanding how to use my insurance plan while attending UNEX. In the event of serious illness, accident, or emergency, I will inform my program coordinator and IP - Global Education Office (IP-GEO) as soon as I am able, so that, if necessary, my designated emergency contact may be notified*.

*UNEX will only contact an Emergency Contact if you have agreed to allow UNEX to make contact and you have provided contact information for an Emergency Contact in your International Program application.

Health, Repatriation, and Evacuation Insurance. I understand that **all** international students in F-1 status at UCLA Extension are required to procure and maintain health insurance coverage (including repatriation and medical evacuation coverage) for the entire time I attend UCLA Extension. Detailed information regarding insurance requirements can be found at International Programs website.

I must demonstrate that I have insurance coverage each quarter by submitting documentation*:

- a. in my first quarter at UCLA Extension, upon my arrival, when I go through the check-in process through the ISS office; and
- b. in each subsequent quarter I continue studying with UNEX, by uploading documentation into my returning student application.

*Documentation accepted could be but is not limited to one of the following: a copy of my insurance card, a confirmation letter from my insurance provider, etc.

Dependent Insurance. I acknowledge that If I am traveling with any dependents (spouse or children), that I am highly encouraged to obtain insurance for those dependents for the duration of our stay in the U.S. If my dependents are uninsured, it can and likely will be prohibitively expensive if medical care is required; and I am solely responsible for the costs of their care. UNEX assumes no responsibility for any losses or penalties incurred if I do not obtain insurance for my dependents or for any additional personal travel outside of my program dates.

Governing Law. Any dispute arising from this Statement will be determined according to California law.

Program-Specific Additions to this Statement. UNEX International Programs may establish additional rules and policies regarding issues specific to our programs. I will be responsible for reading, learning, and understanding these additional rules and I agree to abide by them while participating in the program.

Acknowledgements. I understand the legal consequences of signing this document, including (a) releasing the University from all liability on my (the Participant's) behalf, (b) promising not to sue on my behalf, (c) and assuming all risks of my participation in this International Program including any activities or travel to, from, and during the International Program. I agree to the terms in the Commitment to Participate: Statement of Responsibilities Agreement and want to proceed by participating in this Activity. I understand that I am responsible for the obligations and acts as described in this document. I agree to be bound by the terms of this document.

I have read this document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

Please check the box on the next screen to indicate that you understand and agree to the terms of the Confirmation to Participate: Statement of Responsibilities. **Clicking these boxes will serve as my signature and confirmation that I acknowledge and agree to these terms.**