



REGISTERED OFFICE
St. Linus University
 C/O CCP, Inc.
 P.O. BOX 2342
 Roseau
 DOMINICA
www.stlinusuniversity.edu.ft



EXTENSION OFFICE
St. Linus Online Institute
 C/O St. Paul College of Technology
 Brgy. Samput, Paniqui
 Tarlac—2307
 PHILIPPINES
www.stlinusonlineinstitute.com

TERMS AND CONDITIONS BETWEEN ST. LINUS UNIVERSITY AND THE STUDENT

By submission of this application, the student; herein referred to as the "Applicant" (or "I"); and St. Linus University / St. Linus Online Institute, herein referred to as the "University", agree to the following terms and conditions:

1. Independent Study

The Applicant agrees and understands that although the University will make every effort to facilitate an educational environment, the method of learning is independent study and it is the Applicant's responsibility to perform research and seek communication with their instructor(s) to facilitate learning. Further, it is the Applicant's responsibility to complete course work in a timely and appropriate manner.

2. Submission of Information

The Applicant agrees to submit to the University within sixty (30) days of enrollment any records or instruments to certify former education, experiential learning or other means by which the University may assess and award credits to the Applicant or be required to maintain as part of the Applicant's record. The Applicant further agrees to notify the University within ten (10) days of any change of the following: address, telephone number, e-mail address, or name change during the course of enrollment.

You are requesting that the University and any of its adjunct professors or academic agents to review your resume, transcripts, and any other information you send us in order to assess whether or not you qualify for the degree for which you have applied. This evaluation will be based on how well your stated acquired credentials match with the knowledge and experience required for your desired degree. One or more members of our assessment team who are "experts" in your chosen field of study will make this decision.

3. Transferable / Experiential Award of Credits

If applying for experiential learning credits or previous/current academic credits earned from another institution of higher learning, the Applicant agrees to furnish all required information and documentation as may be required by the University to evidence the award of previous credits earned at other institutions of higher learning within sixty (30) days from the date of enrollment or prior to graduation whichever comes first. Failure to provide the evidence as indicated herein may result in the Applicant forfeiting any award of the aforementioned credits by the University. The University retains sole authority and discretion with regard to acceptance or rejection of any requested transferable credits from other institutions of higher learning and/or experiential learning credits.

Your transcript will contain a list of courses for which our assessment team has deemed you have met the equivalency requirements. The methods used to make this determination are proprietary to the University and the same are never disclosed.

4. Equipment and Utilities

The Applicant agrees to provide his/her own computer, system equipment and internet access provider. The University is not responsible for any long distance, '800', telephone connection tariffs or on-line telephone charges made on behalf of the Applicant.

5. Limited Liability

The University shall not be held liable for any delay in performance directly or indirectly caused by or resulting from acts of God, local phone companies and other third party telecommunications providers, fire, flood, accident, riot, terrorism, war, government intervention, embargoes, strikes, labor difficulties, equipment failure, late delivery by suppliers, independent contractor used for instructional purposes or other such occurrences beyond the control and without fault or negligence of the University.

The Applicant specifically agrees that in no event, shall any liability to the University as a result of this agreement exceed five *per centum* of the Applicant's tuition fee schedule which has been paid up to the time during which any claim deriving liability arose.

6. Means of Communication

By completing this application, you are asking the University to reply to your application with a decision using the e-mail address or the postal address you have provided. The University will never give, sell or rent your e-mail address or other personal information to any third parties. However, the University may, at its discretion, use your e-mail address to send you information about updates to its program and/or other periodic specials, discounts, incentives or any other communication it deems necessary. To be taken off our mailing list, simply respond to any of these solicitations with a blank e-mail that has the word "remove" in the subject line.

7. Moral Behavior

The Applicant agrees not to interpolate or otherwise plagiarize any course work or other curriculum issued to or completed by the Applicant. The Applicant will maintain the highest degree of ethical and moral behavior while enrolled in the University.

8. Mode of Instructions

The University warrants only to providing online and/or any available electronic instructions via the internet (or via postal correspondence) whichever is applicable to the Applicant in accordance with the outlined curriculum used by the instructor/professor who maintains the status of independent contractor and in accordance with the terms and conditions of this agreement. The Applicant further understands that the purchase and cost of textbooks and other materials required for the completion of the course or program is the responsibility of the Applicant.

9. Educational Value

The University agrees to confer and issue to the Applicant the appropriate Degree/Diploma or Certificate of Completion and appropriate transcripts, if applicable, upon satisfactory completion of all course work, testing, and tuition payment in full.

10. Curriculum and Syllabus

The University and/or the instructors reserve all rights to any materials listed by the University and shown to the Applicant. The Applicant agrees not to disclose any confidential information issued by the University, e.g. password, username, or other such information. The Applicant further agrees not to allow others to copy or otherwise utilize any resources or materials offered to him/her by the University. It is understood that certain course materials may be modified or otherwise changed from time to time at the discretion of instructor(s) to enhance or otherwise improve the program of learning.

Although the University makes every effort to ensure the accuracy of information found in its publications and on its web sites, it assumes no responsibility for the authenticity, accuracy or validity of opinions expressed and represented therein. Links to external web sites do not constitute endorsements of products or services.

Accordingly, the University cannot be held liable for any damages resulting from its programs, activities, print materials or electronic communications.

11. Confidentiality

The University will maintain confidentiality in accordance with applicable regulations. All requests for information by or on behalf of the Applicant must be requested in writing and signed by him/her specifically outlining what information he/she is requesting released. Only that information which is specifically stated in the request by the Applicant will be released. The Applicant understands that certain government agencies, foreign or local, may have access to his/her information or as directed by a court of jurisdictional authority.

The Applicant agrees to allow the University to contact current or previous employers, educational institutions or others in the event that a question may arise about the Applicant making false or misleading statements, or as may be deemed necessary to ensure that true and correct information was provided to the University.

12. Refund Policy / Tuition Fees

All fees once paid are non-refundable in any case.

The time shall commence on the date in which the Applicant make first tuition payment.

Tuitions are subject to change without notice - all payments are payable in the currency which the University and the Applicant have agreed upon.

13. Copyright Compliance

The Applicant agrees to use the service of the University within all applicable laws and to upload and/or download files, if at all, only with the consent of the copyright or patent owner.

14. Matriculation Statement

I fully understand that a) *the University* is an online higher education institution which operates under the authority of International Business Company (IBC) Act 1996 of the Commonwealth of Dominica; b) *the University* is accredited by the World Information Distributed University (WIDU), Russia; c) *the University* is not accredited by the Commission on Higher Education (CHED) because the Philippines is NOT its country of origin. Furthermore, accreditation is voluntary in nature and generally national in scope.

I also understand that d) accreditation does not provide automatic acceptance by an institution of credit earned at another institution, nor does it give assurance of acceptance of graduates by employers; e) the acceptance of students or graduates is always the prerogative of the receiving institution or employer.

I specifically agree to defend, indemnify and hold *the University* harmless, their owner/s, officers, employees and agents from any claim, loss or damages, including costs and reasonable attorney's fees should my diploma, certificate, educational entitlement etc. will not be honored by any receiving institution or employer.

The Applicant understands that instructors/professors or external degree providers/agents are independent contractors and as such maintain exclusive right and privilege to syllabus, curriculum, and other materials used in the instruction of courses. The Applicant further agrees to indemnify or otherwise hold harmless the University for any "Lack" of performance or improprieties on behalf of the contractor(s) other than as listed herein.

15. Waiver

No waiver by either party of any breach by the other party of any provision of this agreement shall be deemed or construed to be a waiver of any succeeding breach of such provision or as a waiver of the provision itself.

16. Notification

The Applicant agrees to be notified by e-mail, fax, phone, or other electronic methods, or transnational mail delivery used by the University for test and examination results or other communication between parties.

17. Titles/Captions/Headings

The titles, captions, or headings to any provision of this contract are descriptive only and of no legal effect. This agreement has the full force and effect as if no titles existed.

18. Entire Agreement

Both parties herein agree that the terms and conditions listed herein constitutes the entire agreement between both parties and that no other verbal or implied conditions or expressed warranties were offered other than those which are listed herein. This agreement supersedes and replaces any prior or contemporaneous agreements, written or oral, relating to this agreement. This agreement may be amended by the University by furnishing the Applicant a thirty (30) day written notification.

By applying to the University, I hereby attest to the following:

That all the information contained herein is correct to the best of my knowledge. I understand that should any information contained herein be found to be false or misleading, it is understood that it will be grounds for dismissal from enrollment at the University and that any credits earned while at the University may be forfeited. That I am eighteen years of age or older. I have read and fully understood all of the above listed terms and conditions and that by signing this document I agree to all of the above listed terms and conditions.

 Student's signature over printed name

 Registrar's signature over printed name

 Date (day/month/year)

Not valid without University seal