



ST. THOMAS UNIVERSITY

Global American Learning

STUDENT CONTRACT

This contract governs the relationship between STU and students enrolled in distance learning courses in conjunction with the General Regulations of the University, published on the STU institutional website.

FOREWORD

STU is a nonprofit entity and, in compliance with the statutory and organizational autonomy recognized to universities in general, has the power to determine autonomously, through its regulatory activity, the tuition fee and university contributions for all courses of study activated.

The amounts charged to students by specific fees or contributions do not represent a consideration for opposing services but an individual contribution to covering the cost of services offered by the University to realize the above purposes.

The STU's website publishes all amounts with payment methods and exemption cases.

ARTICLE 1 - NATURE AND PURPOSE OF THE CONTRACT

This contract, the preamble to which is an essential part, represents the formal act by which the student adheres to the services offered by the distance learning course of their choice, which St. Thomas University provides in compliance with the general requirements and specific requirements contained in the Catalog and the General Regulations of the University, both of which are published on the University's website.

The contract also regulates how the relationship may be terminated at the student's request and guarantees the completion of their education.

ARTICLE 2 - GUARANTEE TO THE RIGHT TO STUDY

The University guarantees the right to study of every student enrolled in its distance learning courses, committing itself to organize and provide educational services by the methods, curricula, and rules established in the Service Charter and to respect the teaching methodology adopted and the service levels offered.

STU guarantees that the teaching material has been certified by a special committee composed of faculty members and that the student's evaluation will occur through its verifications. The examinations are generally held at the University's premises unless an exception is made.

STU issuance of degrees by committing to maintain the standards set by accreditation for distance learning according to the criteria, requirements, and procedures

ARTICLE 3 - DESCRIPTION OF SERVICES AND GUARANTEE OF USABILITY

The University undertakes to provide online educational activities. It supports the student about the distance learning course chosen by the latter, described in the Catalog and on the institutional website: www.stthomasuniversity.org

The University guarantees maximum flexibility in distance learning courses, allowing the student to select the maximum number of annual credits that can be earned and dilute these credits over a multi-year scope.

The University keeps online educational activities and supports usable systematically, continuously, and without interruption.

ARTICLE 4 - DESCRIPTION OF TECHNOLOGICAL SOLUTIONS AND GUARANTEE OF USABILITY

The student has access to the educational services, training, and information support of the chosen distance learning course through the following tools: Interactive classroom, e-learning platform, and web portal.

The University guarantees that these tools are characterized by the following:

- a. the use of network connection for the benefit of learning materials and the development of educational activities based on interactivity with teachers/tutors and other students
- b. the use of the student's personal computer, possibly supplemented by other interfaces and devices as the primary tool for participation in the learning process
- c. a high degree of independence of the learning path from constraints of physical presence or specific timetable



- d. the use of standard, interoperable, and modularly organized learning content that can be customized concerning the characteristics of end users and delivery paths
- e. continuous monitoring of the level of learning, both through path tracking and frequent moments of evaluation and self-assessment.

ARTICLE 5 - UNIVERSITY FEES AND OTHER CONTRIBUTIONS, EXEMPTIONS, AND WAIVER OF STUDIES

The University determines at the beginning of each academic year the University Tuition and Fees and other contributions due by the student for the chosen course of study.

The student must pay the University Tuition and Fees and other contributions: annual enrollment in the degree program, transfer to another university, graduation, and information of need on STU’s website.

A student who is late in payment cannot be admitted to the next course, nor can they obtain any certificate related to their educational career in the part to which the late payment refers, nor can they get permission to transfer to another university.

No refund will be given for unofficial withdrawal or dismissal from STU.

Students enrolled who withdraw before the start of the course(s) will be entitled to a refund of 100% of the tuition paid.

Students enrolled who withdraw in the first and second week of the course will be entitled to a refund as per the table below:

Before the 1 st week	100%
1 st week	50%
2 nd week	30%
After the 2 nd week	0%

Administrative and Resources fees are non-refundable unless prohibited by some provision of law. A student who withdraws from a course will have access to the electronic course materials at no additional cost if the student re-enrolls within 180 days of the withdrawal date.

Students enrolled in one or more courses after the second week of the course will be responsible for full payment and will not be entitled to any refund.

Reimbursements do not include bank fees incurred and are not the responsibility of STU.

The student, at any time, may terminate the contractual relationship with the University by notifying the secretary of their renunciation of studies.

Renunciation results in the loss of the student's status and extinguishes their career without prejudice to the credits acquired; therefore, the student may obtain the certificate for their previous job, duly pursued, supplemented by the annotation attesting to the renunciation of studies.

ARTICLE 6 - STUDENT'S COMMITMENT

The student, for the achievement of their educational and professional goals and within the framework of the chosen study plan, commits themselves to full compliance with the rules of the University Teaching Regulations, the teaching regulations and orders, the general student rights and duties regulations, as well as the Catalog published on the institutional website.

The student must complete the "Student Opinion" questionnaire at the end of each course. Submission of the questionnaire is a mandatory condition. The University guarantees that the data will be used anonymously.

The student agrees to attend lectures, tutorials, seminars, and in general, all educational activities organized by the University for the program-base of the Course of Studies.

Students who have interrupted their studies without formally renouncing them may not enroll in another university.

ARTICLE 7 - DURATION

The duration of this contract is equal to the student's stay at STU until the completion of the course of study or its discontinuation.

The academic year starts from the day of the first enrollment and lasts one calendar year.