



CLI 2025

Student Handbook

Online Programs

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General Information

Welcome to CLI!

The Critical Languages Institute (CLI) at Arizona State University's Melikian Center is a national training institute for less commonly taught languages, offering summer intensive courses and study-abroad programs around the world.

The Melikian Center provides study-abroad advising, grant & career mentoring, and visits by federal agency recruiters during Tempe-based CLI programs. CLI graduates have an exceptionally high success rate for competitive study-abroad awards like the Boren and Fulbright. Wherever they start their journey, CLI students travel on as multicultural, global citizens!

This handbook is to be used as a guideline only. Information is subject to change. Nevertheless, we ask that you read this document in its entirety, as it contains highly relevant information for your time at CLI. If you have a specific question regarding the program, please reach out to cli@asu.edu.

Contacting CLI

CLI Staff

CLI Main (Arizona) Office

Phone: +1 (480) 965-4188

Email: cli@asu.edu

James Edmonds

CLI Director

Phone: +1 (480) 965-5128

Email: jmedmond@asu.edu

Jafar Zadeh

CLI Program Coordinator

Phone: +1 (480) 965-7706

Email: jshokrol@asu.edu

Theresa Zimm

Grants and Fellowships Coordinator Sr

Phone: +1 (480) 965-7705

Email: Theresa.Zimm@asu.edu

Marina Akins

Business Operations Manager – Financial Matters

Phone: +1 (480) 727-6158

Email: marina.akers@asu.edu

Emergency Contacts

Emergency: 911

ASU Police: (480) 965-3456

ASU Emergency Information

Information: <https://cfo.asu.edu/emergency>

Student Health

<https://eoss.asu.edu/health>

(480) 965-3349

Counseling Services

Information: <https://eoss.asu.edu/counseling>

To reach the [National Suicide Prevention Lifeline](#), call **1-800-273-8255**. Students may contact the EMPACT 24-hour Suicide and Crisis Line at [480-921-1006](tel:480-921-1006).

After hours crisis line

Phone: +1 (480) 921-1006

24/7 Counseling (MySSP)

<https://eoss.asu.edu/counseling/services/open-call-and-open-chat>

Mailing Address

Mailing Address (all services)

[Name of Recipient]

Melikian Center MC 4202

Arizona State University

734 W Alameda Dr

Tempe, AZ 85282

Important Dates

7-week online classes	Date(s)
Return all CLI forms	March 15, 2025
Online Classes Begin	May 27
CLI Summer Session A	May 26 – June 18
No Class; Memorial Day	May 26
Add/Drop for Session A	May 28
CLI Summer Session B	June 19 – July 11
Add/Drop for Session B	June 21
No Class: National Holiday	July 4

Holidays

Classes **do not meet** on Monday, May 26th or Friday, July 4th, in observance of national holidays.

Orientation Sessions

A **mandatory** CLI orientation will be held before the first class. You will receive information on the exact date and time closer to when CLI begins.

Classes begin **immediately following orientation**.

Placement Test

Students at the 200 level will complete a placement exam before going abroad to ensure students are appropriately placed. For online classes at the 200 level, students will undergo a placement test during their first class to ensure that they are in the correct level. For abroad classes at 200 or above, on the first day of classes abroad, you will receive a placement test that ensures that you are paired with other students at your same level; you will be placed with other students at your level.

Proficiency Estimate

Students at the 200 level and up will also take an oral proficiency assessment on the first day of CLI. They will repeat this assessment at the end of the program. These interviews are recorded and given to students, along with an estimate of their proficiency levels, in order to allow them to document their progress. These proficiency assessments do not affect placement or grades. Students at the 100 level take proficiency assessments at the *end* of CLI only, not at the beginning.

Travel Outside of Country

While on your CLI program, **travel outside of your study abroad location is not permitted**. Your MyCISI insurance does not cover additional countries, and CLI or its partners cannot permit you to travel outside of the country while on program. Travel before or after the program is permitted, and you will not be covered by MyCISI, CLI, or the provider while you are traveling on your own.

Travel within the study abroad location should be communicated and approved by your program. There are required program activities that take place on weekends and evenings during your program, and your travel should not interfere with these activities.

Academic Information

Admission to Arizona State University

All CLI students accepted for a summer program must be admitted to ASU as a degree-seeking, non-degree seeking, or visiting university student on the **ASU Tempe campus** to be enrolled for summer classes.

- If you are an ASU (not ASU online) undergraduate, graduate, or non-degree seeking students who will not graduate in Spring 2025, then you do not need to apply for admission to ASU.
- If you are an ASU (not ASU online) undergraduate, graduate, or non-degree seeking students who will graduate in Spring 2025, then you will need to apply as [a Non-degree Seeking Student](#) on the ASU Tempe campus.
- If you are currently an ASU Online student and will be an ASU Online student in Fall 2025, then additional approvals from ASU Online will be needed. Please reach out to cli@asu.edu as soon as possible.
- If you are currently enrolled and will be enrolled in a U.S. Institution of Higher Education in Fall 2025, then you will apply to ASU as a [Visiting University Student](#).
- If you are not currently enrolled in any U.S. Institution of Higher Education or are currently enrolled in a U.S. high school, then you will need to apply as a [non-degree seeking](#) student.
- If you are an International student who is not currently enrolled at a U.S. Institution of Higher Education, then you can apply as a [non-degree seeking](#) student. However, additional requirements may apply, please reach out to [ASU admissions](#) for further information.

Failure to become admitted at ASU as a degree-seeking, non-degree seeking, or visiting university student will result in being dropped from your program as CLI cannot enroll you in your courses.

Class Registration and Format

The Critical Languages Institute (CLI) will enroll me in the study abroad course for the appropriate number of credits (based on the Program requirements) once I have confirmed my participation through MyGEO and provided my ASU Student ID Number.

CLI may not be able to register me for the appropriate course if one or more of the following applies to me:

- I am not an ASU student and have not applied for admission. For instructions on Admission to ASU, please see Admission & Registration Details
- I have not confirmed my participation in the Program yet.
- I have a hold on my ASU account. CLI cannot remove any holds on my ASU student account.

If I am unable to resolve any registration holds that prevent CLI from adding the placeholder course to my schedule, I may be withdrawn from the Program, subject to the terms of the CLI Payment & Withdrawal Policies. I acknowledge that I am responsible for resolving all registration holds on my account based on the following schedule:

Classes will take in a synchronous online format over Zoom. You will be emailed a Zoom link which you will use for your classes for the duration of your 7-week CLI program.

Changing Classes/Add-Drop Deadlines

If you need to change levels or add or drop a course, you must do so by the **end of the first day of class**. **After that time, fees will apply.**

Books and Materials

The ASU bookstore **does not** stock CLI materials. You should purchase required textbooks and materials **before arriving at ASU¹**. Your syllabus lists required texts for your courses.

Academic Load & Extracurricular Activities

All CLI courses must be taken for credit. You cannot audit a CLI class.

CLI classes meet for 4 hours a day. Typical homework loads are 3-4 hours a day.

Most students find it difficult to succeed in CLI while working, taking other classes, or maintaining a busy extracurricular schedule.

Absence Policy

Students who miss more than **2 days or 8 academic hours** of class over the summer in unexcused absences may be asked to withdraw from CLI. (This means you should not miss more than one day in the first summer-session, and not more than one day in the second summer-session). In addition, you must notify your instructor of absences in advance, except in the case of emergency or illness.

Events, Lectures, Outings

CLI organizes frequent extra-curricular events, participation for which is highly encouraged.

CLI staff will list events in the CLI calendar: <https://melikian.asu.edu/cli/cli-events-calendar>. This calendar will be updated throughout the summer.

Academic Honesty

Academic honesty is expected of all students in all examinations, papers, laboratory work, academic transactions and records. The possible sanctions include, but are not limited to, appropriate grade penalties, course failure (indicated on the transcript as a grade of E), course failure due to academic dishonesty (indicated on the transcript as a grade of XE), loss of registration privileges, disqualification and dismissal. For more information, see <https://provost.asu.edu/academicintegrity>.

Please review the ASU Code of Conduct for further information:

<https://public.powerdms.com/ABOR/documents/1491970>.

For guidelines on the use of Artificial Intelligence, please check [ASU's AI Guidelines and Resources page](#).

ASU Counseling Services

ASU Counseling Services provides confidential psychological services for enrolled ASU students, including same day tele-mental health consults, in person consults, as well as an after-hours Dedicated Mental Health

Line. Members of the multidisciplinary staff (psychologists, counselors, and social workers) have training and experience in issues facing university students and are committed to helping students adjust to campus life and meet their academic goals. Counseling services can be found here: <https://eoss.asu.edu/counseling>.

Students with Disabilities

Students requesting accommodation for a disability must register with the ASU Student Accessibility and Inclusive Learning Services (SAILS). SAILS will provide accommodation instructions for CLI staff. CLI staff and instructors are prohibited from making accommodations for students who have not registered with the SAILS.

SAILS staff can be reached at: 480-965-1234 (V) or Student.Accessibility@asu.edu. For additional information, visit: <https://eoss.asu.edu/accessibility>. The Tempe campus Student Accessibility office is located in the Matthews Center building on the first floor.

Transcripts, Credit Transfer, Auditing

Participants receive ASU credits as follows:

Russian Online 1st- and 2nd-year: **10 credits** (5 per session)

All other languages: **8 credits**

All four-week overseas programs: **3 credits**

To request a copy of your ASU transcript, visit <http://my.asu.edu> and click on the “Grades and Transcripts” tab in the “My Classes” section of the homepage. You will need your ASURITE username and password.

Please consult your university’s registrar’s office regarding fees and procedures for transfer of ASU credit.

Financial Matters

Billing Schedule

All CLI-related charges will be billed to your ASU student account, accessible through the main student portal, <http://my.asu.edu>, on the following schedule:

FEE	POST DATE
Courses online	
\$500 (part of program fee) <i>non-refundable</i>	Upon enrollment in your online course
\$1500 (program fee remainder) <i>non-refundable</i>	2 nd day of Session 1
All fees non-refundable once posted	

Please see Appendix B for the full Payment and Withdrawal Policies

Scholarship Disbursement

If you have applied for a Melikian Center Award, Foreign Language and Area Studies, or Title VIII scholarship, charges to your student account may appear before the distribution of scholarship funds. However, there is a grace period between your student account being charged and your charges being due dependant upon ASU billing cycles. Scholarship funds will be applied in the following manner.

- Melikian Center Awards Program
 - Funds will be applied to your student account at the beginning of your CLI program and will apply to any outstanding balance on your student account including CLI fees.
- Foreign Language and Area Studies Awards
 - Depending on your award, Up to \$5,000 will be applied to your student account to cover your CLI program fee charged to your student account.
 - \$3,500 stipend will be distributed to you through ASU’s Financial ASU Financial system once you register as a supplier.
- Title VIII
 - Depending on your award, up to 10,500 will be distributed to you through ASU’s Financial ASU Financial system once you register as a supplier.

Insurance

While CLI students are responsible for providing their own medical insurance for the duration of their time in online CLI, traveler’s insurance is provided for all students during their study-abroad programs.

ASURITE Account and MyASU

Your ASURITE user ID is your login for most ASU computer services.

Your ASURITE ID gives you access to your ASU home page at <http://my.asu.edu>. This is where you add and drop classes, check your student account, see your grades, find canvas sites, etc. It is also where you access your student account.

If you are having trouble with an ASU computer or your ASURITE account, please contact the ASU Help Desk at <https://www.asu.edu/about/contact> or 1-855-278-5080. Help line is available 24/7.

ASU Email

Every student receives an ASU e-mail account. It is important that you check it or set it to forward to an account that you check.

Past students who failed to check their ASU mail have missed events and incurred late fees because they did not receive the messages sent to them by the ASU system.

Housing

Housing

Students are responsible for their own housing during their online program. Housing is provided on 4-week extension programs abroad. Please check your program-specific handbook for more information. **Please ensure you have access to a computer and strong internet connection during your 7-week online program.**

Appendix A

Detailed Safety and Security

Emergencies and Emergency Services

ASU Police Department: <https://cfo.asu.edu/police>

Physical address:

325 E Apache Blvd
 Tempe AZ 85287-1812

Emergency: 911

Non-emergency: (480) 965-3456

Emergency response guide: http://www.asu.edu/uagc/emergency/response_guide.html

ASU Student Health Services Center: <https://eoss.asu.edu/health>.

Phone: (480) 965-3349

Fax: (480) 965-2269

Location:

Health Service Building

Mailing Address

ASU Campus Health Service
 PO Box 872104
 Tempe AZ 85287-2104

Tempe campus location:

Health Service Building
 451 E University Dr
 Tempe AZ 85287-2104

Summer: Monday - Friday 8 a.m. - 5 p.m.

Emergency Situations: Call 911

The ASU Counseling Services Center: <https://eoss.asu.edu/counseling>

ASU Counseling Services offers confidential time-limited professional counseling and crisis services for students experiencing emotional concerns, problems in adjusting, and other factors that affect their ability to achieve their academic and personal goals. We will talk with you, help you identify solutions or support, and connect you with those services at ASU or in the community.

Ready to talk to ASU Counseling Services? Just call or walk-in

ASU Counseling Services are for any enrolled student, regardless of your race, gender, sexual orientation, age, student status, religion, ability, size, financial situation, the issue you're dealing with or whether you've had counseling before. Something as simple as talking to someone can help you feel better and manage stress.

Phone: 480-965-6146

Location:

Student Services Building, Room 334
 1151 S. Forest Ave.
 Tempe, AZ 85287

Summer Hours:

Monday – Friday 8 a.m. to 5 p.m.

After hours Dedicated Mental Health Line: 480—921-1006

24/7 Online Counseling: <https://eoss.asu.edu/counseling/services/open-call-and-open-chat>

Emergency Hotline:

If a crisis occurs outside of business hours call EMPACT's 24-hour ASU-dedicated crisis hotline: 480-921-1006

Safety Tips

Personal Safety:

- Sign up for [ASU Emergency Alert System](#)
- Walk with friends, or in a group.
- Let friends know where you are going and your expected arrival time.
- Use well-traveled, well-lit routes.
- Be observant of your surroundings at all times.
- Don't listen to music or text while walking.
- Walk with friends or use safety escort. [Safety Escort Service](#): **480-965-1515 ASU Police 480-965-3456**
- Like the [ASU Police Facebook](#) for safety updates
- Be aware of the ASU Blue-Light Emergency Call Boxes and where they are on your route.
- Walk confidently and with purpose at a steady pace.
- If you do get into trouble, attract attention to yourself in any way you can.
- Add ASU Police Department phone number into your cell phone. Emergency: **911**; Non-emergency: **480-965-3456**

Be psychologically prepared to protect yourself:

- If you ever feel uncomfortable in a situation or with a person, remove yourself from that situation.
- Be assertive by enforcing your own rights.
- Don't be predictable. This way, you can avoid someone learning your routines and using them against you.
- Don't be afraid to cause a scene if you feel threatened.

Bike Security:

- [Register](#) your bike with the ASU Police. It is important to register your bike with us even if your bicycle is registered with another program or law enforcement agency.
- Always lock your bike to a bicycle rack.
- Secure the U-lock through the bike frame, the rear wheel and the bicycle rack. Click to watch this [video](#).

Public Transportation:

- Wait at well-lit bus stops.
- Be aware of your surroundings while waiting for the bus.
- Let the bus driver know of suspicious activity or harassment on the bus.
- If it appears someone from the bus is following you, make yourself as visible as possible to others by making noise.
- [ASU Parking & Transportation](#)
- [Valley Metro](#)

When in the Residence Hall:

- Get to know your neighbors so you can help each other out.
- Don't leave valuable items out in the open.

- Don't advertise that you will not be in your room for extended periods of time.
- You are responsible for your guests and their actions.
- Always lock your door whenever you leave, even if it is just for a moment.
- Do not tamper with any locking mechanisms anywhere.
- Do not let others follow you into your complex.
- Report any burnt out lights, vandalism, malfunctioning locks, etc. to management.

In Elevators:

- Look in the elevator before getting in to make sure no one is hiding.
- Stand near the controls if possible.
- If you feel unsafe or uncomfortable, get off at the next floor.
- If you feel unsafe or uncomfortable while waiting for the elevator with someone, do not get on with that person.

At Parties or Group Functions:

- Don't leave a party with someone you don't know well.
- Alcohol and drugs limit your ability to make good decisions.
- Be mindful when accepting an invitation to someone's residence or when inviting someone to your own.
- Communicate clearly your personal boundaries.

At Home:

- Don't let anyone you don't know well into your place of residence.
- Don't open the door for someone if you don't already know who they are.
- Always lock your door when you're asleep or not in the room, even if you're only gone for a moment.
- Avoid isolated areas in your building if you can help it, especially at night.
- Never indicate to someone that you are alone.
- Use well-lit entrances to your building. Report any burnt out lights to Management.
- If anything seems unsafe or out of the ordinary at your residence, go to a safe place and call the police.

Online Social Networking:

- Remember that anything you put on social media, or any other site can be seen by anyone with an internet connection.
- Do not put your address, residence hall, room number, contact information, etc. on your personal page.
- Do not put anything you would not want your family or boss seeing on your personal page.
- Read ASU's suggestions on Online [Social Networking Guidelines](#)

Student Conduct

The [Student Code of Conduct](#) is a set of specific policies set by ASU and the Arizona Board of Regents. It includes policies about behavioral expectations, due process, student rights, confidentiality and participation in governance.

Student Services Manual

The ASU [student services manual](#) serves as the official repository for all campus-wide policies; provides resource links to campus department- and unit-specific policies, as well as links to the university-wide policies.

University Housing Student Handbook

Students who live on campus are expected to familiarize themselves with the policies and expectations of University Housing. [The University Housing student handbook](#) includes behavioral expectations and residential policies that ensures that all students have a safe and satisfactory on-campus living experience.

Title IX

[Title IX of the Education Amendments of 1972, as amended](#) protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. As required by Title IX, ASU does not discriminate on the basis of sex in the education programs or activities that we operate, including in admission and employment. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the U.S. Department of Education, Assistant Secretary, or both.

ASU is committed to providing an environment free from discrimination based on sex and provides a number of supportive measures including resources and services to assist students, faculty and staff. Sexual violence, sexual harassment, stalking and relationship violence have a profound impact on academic, social, working, and personal life, and negatively affects friends and families, other students, co-workers, and members of the university community. To combat this complex social problem, ASU provides a variety of [resources](#) and [educational](#) programs designed to prevent sexual violence and other acts of sexual misconduct, including sexual harassment, provide information about what to do when an incident has occurred, and increase awareness of campus and community resources for support and response.

Students, faculty and staff who experience sexual violence, sexual harassment, stalking or relationship violence are encouraged to [seek support](#) and [report](#) the incident. ASU has appointed a Title IX Coordinator to oversee ASU response to Title IX reports and formal complaints, develop training and education programs/materials for faculty, staff and students, as well as monitor trends and effectiveness of Title IX education efforts.

Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the U.S. Department of Education, Office of Civil Rights.

Road Safety

Suggestions for pedestrians are:

- Be especially alert at intersections
- Wear reflective clothing if jogging at dusk or dawn
- Do not walk where pedestrians cannot easily be seen
- Remember that most road fatalities are pedestrians

Water Safety²

River and ocean currents have the potential to be swift and dangerous. There may be no lifeguards or signs warning of dangerous beaches. It is critical that you exercise extreme caution when swimming abroad, particularly in developing countries where emergency services may not be readily available. In locations that experience heavy seasonal rains, currents can rapidly change in strength and speed. Oftentimes individuals from non-coastal areas lack experience in assessing ocean currents for riptides and other water hazards related to coastal life. When possible, swim at designated beaches with clear warning systems. Swim between the flags only where a lifeguard is present, and never swim alone. You should not consume alcohol before or during swimming activities. If you are unsure which locations you should avoid, ask your program leaders.

Consider the following in order to keep safe:

- Stay in areas designated by program leaders
- Heed all warning signs/flags
- Do not swim in unfamiliar bodies of water or at isolated beaches

² Water Safety information from Northwestern University and the University of California Education Abroad Program.

- Never swim alone
- Never swim while under the influence of alcohol or drugs
- Never dive head-first
- Check local information for details of currents, and pollution
- Rip currents and undertows can be very common at many beaches
- Do not swim where there are no lifeguards present
- Check for possible hazards from local wildlife
- Human sewage and animal feces make some beaches no-go areas for swimming or even wading

How to Avoid and Survive Rip Currents³: Rip currents are particularly dangerous for weak or non-swimmers. Rip current speeds are typically 1-2 feet per second. However, speeds as high as 8 feet per second have been measured; this is faster than an Olympic swimmer. Thus, rip currents can sweep even the strongest swimmer out to sea. The following tips will help you swim safe.

If caught in a rip current:

- Remain calm to conserve energy and think clearly
- Never fight the current
- Think of it like a treadmill that cannot be turned off; instead you need to step to the side
- Swim out of the current in a direction following the shoreline. When out of the current, swim at an angle -- away from the current -- towards shore.
- If you are unable to swim out of the rip current, float or calmly tread water. When out of the current, swim towards shore.
- If you are still unable to reach shore, draw attention to yourself by waving your arm and yelling for help

If you see someone in trouble, do not put your own safety at risk:

- Get help from a lifeguard.
- If a lifeguard is not available, have someone call 9-1-1 or the local emergency number
- Throw the rip current victim something that floats -- a lifejacket, a cooler, an inflatable ball
- Yell instructions on how to escape
- Remember, many people drown while trying to save someone else from a rip current

Make Copies of Important Documents

One more way to help protect your security prior to departure is to make copies of your important documents including your ID, credit and debit cards, your insurance card, and any other necessary travel documents. Leave one set of these copies at home with a loved one, and take one set with you in case you lose one of your important documents.

³ Additional Water Safety information from http://www.weather.com/activities/recreation/boatandbeach/ripcurrents_avoid.html

Appendix B

Payment and Withdrawal Policies

In order to make CLI as accessible as possible, CLI does not charge an **Application Fee** to apply to any of its programs. All confirmed participants must be ASU students. If the applicant is not currently an ASU student, the participant will be required to apply to ASU as a “visiting university student” or “non-degree seeking” student through the ASU Admissions Office.

Participants who are non-ASU students must fulfill the requirements for admissions, such as paying an application fee, and be admitted as a non-degree seeking ASU student. All confirmed participants attending a (CLI) program are required to pay the **Program Fee** as a condition of participation. These fees are described below. While ASU allows tuition reimbursement, CLI’s fee is non-refundable.

All participants in a CLI Program (the “Program”) are required to pay a **Program Fee**, as a condition of participation. These fees are described below.

Fee Payment Details

CLI Program Fees

As a condition of participation in the Program, I agree to pay the following fees through my ASU student account by the posted due date:

Program Fee

After being accepted to participate in a CLI Program, and upon confirming my participation, CLI will charge a **non-refundable \$500 Program Fee Deposit** to my ASU student account.

The remaining balance of my Program Fee will be charged to my ASU student account according to the following terms.

- For CLI Domestic Programs that **do not** contain a study abroad component, I will be charged the remaining balance of my Program Fee on the second day of my CLI Program.
- For CLI Domestic Programs that **do** contain a study abroad component, I will be charged the remaining balance of my domestic Program Fee on the second day of my CLI Domestic Program. I will be charged the Study Abroad Program Fee on the second day of my study Abroad Program.
- For CLI Study Abroad Programs, I will be charged the remaining balance of my Program Fee on the second day of my CLI Program.

I understand that the Program Fee may not be refundable if I withdraw from the Program, or if the Program is cancelled, for any reason.

Additional ASU Fees

Although I DO NOT pay ASU tuition for my Program course(s), I will be expected to pay a portion of the standard [Student Initiated Fees](#) (e.g., Financial Aid Trust Fee) as a condition of participation in the Program.

Additional Personal Expenses

Trip Cancellation Insurance

CLI **strongly urges** me to purchase fully-refundable airline tickets and to obtain Trip Cancellation for Any Reason (CFAR) insurance to safeguard against losses or penalties in case I withdraw from the Program for any reason (including failure to obtain a visa, travel restrictions related to COVID-19, or any other reason), or in case the Program is cancelled or its dates are changed. **CLI assumes no responsibility for such losses or penalties for any cancellation or change to the Program.**

For more information about Trip Cancellation or CFAR Insurance, contact CLI or visit the [GEO website](#). There are timing requirements related to the purchase of such insurance that necessitate timely action on your part.

Paying With Financial Aid or Scholarships

If I am a Financial Aid or Scholarship recipient, I acknowledge that it is my responsibility to arrange for my Financial Aid/Scholarship funds to apply to the CLI Program fee. I understand that because of deadlines associated with contractual obligations incurred by CLI related to the Program, there is the possibility that I may not know how much Financial Aid or Scholarship funding will be available to me for the term of the Program until after the CLI payment deadlines.

Registration Requirements and Deadlines

I understand that CLI will register me in the my courses after I have confirmed my participation in the Program (once registration opens for my term of participation). It is my responsibility to ensure that I resolve any registration holds that could prevent CLI from adding courses by April 15.

If CLI is unable to register me in the appropriate number of credits for the Program by the above deadline, I may be withdrawn from the Program (subject to the terms of these Payment and Withdrawal Policies).

I am responsible for ensuring that any registration holds are resolved for each term, as outlined above.

Late Payments

I understand that I am expected to pay all fees associated with my participation in the Program by the posted due date(s). Late payments will be subject to monthly late fees. Students with delinquent accounts may be prohibited from registering for classes in future terms and may be blocked from receiving University services, such as transcripts or diplomas. If I fail to pay all such fees in full, ASU may refer me to an outside collection agency with late fee assessment continuing monthly until paid in full.

Withdrawing from the Program

I must submit notice of my withdrawal from the Program in writing to CLI by email, mail or in person. The date of withdrawal is the regular business day on which my written withdrawal notice is received by CLI.

Fee Refund Schedule

CLI is not able to guarantee, and DOES NOT guarantee, that any portion of the fees owed to or submitted to CLI will be removed or refunded if I withdraw from the Program for any reason. The later I withdraw from the Program, the higher my financial obligation to the Program is likely to be.

If CLI has paid or encumbered funds on my behalf at the time of my withdrawal from the Program, I am not entitled to a refund of those funds unless and until the third party to which CLI has paid or encumbered such funds reimburses CLI or releases CLI from the financial obligation.

If I withdraw from the Program for any reason, I understand and agree that CLI will not be responsible for any personal expenses or losses incurred as a result of my withdrawal (e.g., flights, excursions, etc.).

I further understand that I will be subject to the following refund schedule:

If I withdraw:	I must pay:
After I submit my application, but before I confirm my participation in the Program.	N/A
After I confirm my participation in the Program, but on or before May 1.	\$500 CLI Program Fee Deposit Any non-recoverable fees already charged to me, or funds encumbered on my behalf, <u>up to the full Program Fee</u>
After the Program official Begins	Full Program Fee

It may take a significant amount of time for CLI to identify all non-recoverable costs; a refund amount may not be determined or posted to my ASU student account for up to 30 days after I withdraw from the Program.

Withdrawing from Classes

After withdrawing from the Program, it is my responsibility to withdraw from all courses associated with the Program in order to avoid any tuition charges and/or to prevent failing grade(s) being issued, subject to the terms of the [ASU course withdrawal policy](#).

Financial Aid and Scholarships

If I am a Financial Aid or Scholarship recipient, I acknowledge that it is my sole responsibility to contact Financial Aid and Scholarship Services immediately upon my withdrawal from the Program, as withdrawal may affect my Financial Aid package.

Program Cancellation

If the Program is cancelled, CLI will notify me by email.

Fee Refund Schedule

CLI is not able to guarantee, and DOES NOT guarantee, that any portion of the fees owed to or submitted to CLI will be removed or refunded if the Program is cancelled. *The amount I owe to CLI for my cancelled Program depends on a number of variables, including the timing of Program cancellation, the reason(s) for Program cancellation and the amount of non-recoverable costs already paid on my behalf.*

Force-Majeure Cancellation

If the program is cancelled due to circumstances beyond the control of ASU, regardless of whether such circumstances were foreseeable (including, but not limited to, pandemic, mass health issues or disease, border closures or other government-imposed travel restrictions, quarantine restrictions, lockdowns, strikes or labor difficulties, civil tumult, natural disasters, war, terrorism, etc.), I understand that I may not be entitled to a refund of any CLI fees. In such cases, if CLI has paid or encumbered funds on my behalf at the time of Program cancellation, CLI cannot return those funds to me unless and until the third party to which CLI has paid or encumbered such funds reimburses CLI or releases CLI from the financial obligation. In all cases, CLI will make every reasonable effort to reduce my financial liability as much as possible.

In cases where the Program is cancelled due to circumstances beyond the control of ASU, I further understand that I will be subject to the following refund schedule:

If the Program is cancelled:	I must pay:
Before I confirm my participation in the Program	N/A
After I confirm my participation in the Program, but before the Program officially begins	Any non-recoverable fees already charged to me, or funds encumbered on my behalf, <u>up to the full Program Fee</u>
After the Program officially begins	Any non-recoverable fees already charged to me, or funds encumbered on my behalf, <u>up to the full Program Fee</u>

IF ASU CANCELS THE PROGRAM FOR REASONS OTHER THAN FORCE MAJEURE

If ASU cancels the Program before the Program’s official start date due to circumstances that are within the control of ASU (i.e., not a force majeure cancellation, which is addressed above), I will receive a full refund of all CLI fees I have already paid. If the Program is cancelled after it officially begins, I understand that I may not be entitled to a refund of any of those CLI fees.

Refund schedule:

If the Program is cancelled:	I must pay:
Before the Program officially begins	N/A
After the Program officially begins	Any non-recoverable fees already charged to me, or funds encumbered on my behalf, <u>up to the full Program Fee</u>

It may take a significant amount of time for CLI to identify all non-recoverable costs; a refund amount may not be determined or posted to my ASU student account for up to 30 days after the cancellation of the Program.

If the Program is cancelled for any reason, I understand and agree that CLI will not be responsible for any personal expenses or losses incurred as a result of Program cancellation (e.g., flights, excursions, etc.).

Withdrawing from Classes

If the Program is cancelled, it is my responsibility to withdraw from all courses associated with the Program in order to avoid any tuition charges and/or to prevent failing grade(s) being issued, subject to the terms of the [ASU course withdrawal policy](#).

I understand that any request for a tuition refund must be submitted directly to the ASU Tuition Payment Office in accordance with established ASU policies.

Financial Aid and Scholarships

If I am a Financial Aid or Scholarship recipient, I acknowledge that CLI will notify Financial Aid and Scholarship Services on my behalf, as Program cancellation may affect my Financial Aid package.

Medical and Compassionate Withdrawal

I may request and be considered for a medical or compassionate withdrawal from the Program in extraordinary cases in which a serious illness, injury or other specific significant event prevents me from participating or continuing in the Program. All such requests are subject to the terms and conditions outlined in the [ASU Registrars Procedure for Medical and Compassionate Withdrawal](#).