



Study Abroad Company

## Asia Exchange Ltd. Terms and Conditions

### The Role of Asia Exchange

Asia Exchange (referred to as AE) offers students places of study at specific Asian universities, which the company has signed partnership agreements with. AE offers no teaching of its own, but it cooperates with partner universities in organizing the study abroad semesters. The teaching for each study abroad program is provided by the host university. AE does not provide travel agency services or housing. Therefore, the students are responsible for arranging their own travel to the destinations as well as making arrangements for accommodation on their own i.e. renting an apartment on campus or from the private market. AE offers students advice about making travel arrangements and finding accommodation.

### The Role of the Host University

The host universities of AE study abroad programs are fully responsible for all teaching offered to students. This includes orientation, lectures and giving credits for completed courses. AE assumes no responsibility for any changes in the courses offered by a host university. AE attempts to notify students of possible changes.

### Applying for the Programs

The applicant is expected to have sufficient English language proficiency to understand lectures given in English. Applications are processed in the order they are received. Application periods close as indicated in the AE Program descriptions, or when the study programs are full. There are a limited number of study places available in each program. Minimum class sizes (i.e. number of students needed to arrange a study program) are 7 for Guangzhou (GU), 15 for Phuket (PSU), 20 for Bangkok (KU) and 20 for Bali (UU).

### Registration and Payments

Applicants apply for AE study abroad programs by filling out the application form specified for the program in question. The form must then be submitted online or sent to AE by e-mail. Processing the application requires approximately one week, after which AE sends the applicant an initial acceptance letter for the study place. AE also sends the applicant an invoice of 50 € for the application fee and a second invoice for the program fee. The contract becomes binding once the applicant has paid the application fee. The application fee is due 14 days after the applicant has been approved for the program. The program fee is due 30 days before the start of the study program. Both invoices have separate reference numbers. Please use the correct reference numbers when paying the invoices.

The sum of the program fee includes:

- \* Tuition fee (which varies depending on the program)
- \* Registration fee for the host university
- \* Value Added Tax (VAT)

The sum does not include:

- \* Travel costs
- \* Airplane tickets
- \* Visa costs
- \* Insurance
- \* Vaccinations or any costs related to health care
- \* Any other costs related to course material (such as books, unless otherwise stated in the program description)

### **Holidays**

Holidays vary according to the destination country and the AE Program. No teaching is arranged on holidays.

### **Absences**

If the student is absent from lectures and does not follow the rules and instructions of the host university, the student is not entitled to a refund of the final payment or a prolonged study period.

### **Canceling participation**

Canceling participation in a study program is only possible by written notice. If the participation is cancelled at least 14 days prior to the beginning of the study program, the student will be refunded 50 % of the program fee. If the notice of cancellation is received less than 14 days before the beginning of the study program, the program fee will not be refunded. The application fee is non-refundable.

### **Passports and Visas**

Each student is responsible for acquiring a passport and a visa as well as paying for the costs on their own. AE is not liable for any impediment of travel caused by insufficient travel documentation.

### **Insurance policies**

All students participating in AE Programs are required to have valid accident and health insurance. Travel insurance is also mandatory. Students are responsible for acquiring insurance prior to their departure. Students are advised to ask their insurance companies for more details about insurance policies.

### **Vaccinations**

Students are responsible for making sure they have received all the vaccinations required by the destination country and that the vaccinations are valid. Students are advised to ask their local health care providers for more information about the required vaccinations.

## **Exchange reports and feedback**

AE requests that students who participate in the study abroad programs give feedback after the end of the program and allow AE to utilize their exchange reports e.g. by publishing excerpts and quotes on the AE website.

## **Changes**

AE reserves the right to changes in the study programs and fees after a contract has been signed between AE and the student, if the changes in question are caused by reasons beyond AE's control, such as changes in official payments, taxes, currency rates etc. AE does not accept liability for typographical errors and reserves the right to change contract conditions and information relating to the study abroad programs. AE attempts to inform the students of possible changes as soon as possible. AE assumes no liability for failures to fulfill its duties in situations beyond its control, such as a *force majeure*, strikes etc. AE reserves the right to changes.

## **Liability**

AE is not liable for any damage to safety or health or for property or financial loss. AE assumes no liability for failures to fulfill its duties in situations beyond its control, such as a *force majeure*, strikes etc.

