

### Tuition Policy

ELI tuition must be paid before 4:30 pm on Friday, week 1 of the session, or you will be dropped from your classes. Students are responsible to ensure that their tuition payments are made on time.

Here are your options:

<b>A.</b> Pay <b>100%</b> of ELI tuition on or before 4:30 pm on Friday, week 1 of the session.	<b>O R</b>	<b>B.</b> Submit a Payment Plan (must be registered for four classes to qualify) <ol style="list-style-type: none"> <li>1) pay 50% of ELI tuition on or before 4:30 pm on Friday, week 1 of the session.</li> <li>2) pay the remaining 50% before 4:30 pm on Friday, week 4 of the session.</li> </ol>
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**Scholarship student** – Submit a valid financial guarantee on or before 4:30 pm on Friday, week 1 of the session. The financial guarantee must cover the entire session. Scholarship students with late financial guarantees must pay a 50% tuition deposit before the tuition deadline. This deposit will be refunded after payment from the scholarship administrator has been received.

**Sponsored students who are on J-1 visa** - must confirm your scholarship status with the office.

F-1 students will be terminated for failure to enroll after 4:30 pm on Friday, week 1 if one of the tuition requirements listed above has not been met.

**Drop Policy** - To drop an ELI class, a drop request must be submitted in person or in writing to the office by 4:30 pm on Friday, week 1 of the session.

**Refund Policy** - 100% of tuition is refunded if the class is dropped by 4:30 pm on Friday, week 1 .

**NO TUITION REFUND FOR CLASSES DROPPED AFTER 4:30 PM on FRIDAY, WEEK 1 OF THE SESSION.**

### Attendance Policy

If you are taking less than 4 courses, please see the office for the number of absences allowed for your situation.

Class Periods Missed	Approx. Percentage of Absences	ELI Status	SEVIS Status	Explanation
0-15 absences 3 tardies = 1 absence	0-12.5%	Unaffected	Unaffected	ELI allows you to miss up to 15 class periods during a session. If you miss 15 class periods or less, your ELI Status and SEVIS Status are considered "in status"
16-31 absences 3 tardies = 1 absence	13.2 -25%	Probation	Unaffected	If you miss 16 or more class periods, you will be placed on attendance probation. You may choose to continue with ELI or request to be transferred out.
16-31 absences 3 tardies = 1 absence	13.2 -25%	Suspension You are not allowed to attend ELI classes.	Your SEVIS record will be terminated for "failing to maintain status".	If you miss 16 or more class periods for a second time, you must leave the U.S. immediately or request to be transferred out with terminated SEVIS I-20.
32-128 absences 3 tardies = 1 absence	25.7-100%	Suspension You are not allowed to attend ELI classes.	Your SEVIS record will be terminated for "failing to maintain status".	If you miss 32 or more class periods, you must leave the U.S. immediately or request to be transferred out with terminated SEVIS I-20.

### Class Repeat Policy

To pass an ELI class, you must receive a grade of C+ or better.

Failing an ELI class	ELI Status	SEVIS Status	Explanation
First time	Probation	Unaffected	You may continue to attend ELI classes.
Second time	Probation	Unaffected	You may continue to attend ELI classes.
Third time	Suspension You are not allowed to attend ELI classes.	Your SEVIS record will be terminated for "failing to maintain status".	You must leave the U.S. immediately or request to be transferred out with terminated SEVIS I-20.

If you have been suspended from ELI, you are not allowed to attend ELI for one year.

### Grade Policy

Session GPA <b>and</b> Overall GPA	ELI Status	SEVIS Status	Explanation
2.0-4.0	Unaffected	Unaffected	You must maintain a 2.0 Session GPA and 2.0 Overall GPA while studying at ELI to keep your SEVIS status in good standing.
0.0-1.9 First time	<b>Probation</b>	Unaffected	If your Session GPA and Overall GPA fall below 2.0, you will be placed on grade probation. You may choose to continue with ELI or request to be transferred out.
<b>0.0-1.9 Second time</b>	<b>Suspension</b> You are not allowed to attend ELI classes.	<b>Your SEVIS record will be terminated for "failing to maintain status"</b>	<b>If your Session GPA and Overall GPA fall below 2.0 for a second time, you must leave the U.S. immediately or request to be transferred out with terminated SEVIS I-20.</b>

### Academic Misconduct

Academic misconduct includes cheating, re-using one's work from a different class, getting help from others (unless the project is considered "group work"), plagiarism, and others. It also includes helping another to do one of those activities.

1. **"Cheating"** is the possession or use of information, notes, study aids or other devices (including cell phones, tablets, and computers) during academic work, or communicating with another person during academic work. Common examples of cheating include copying from another student's test/quiz, finding out the answers to a test/quiz in advance, copying from another student's work/test/quiz, turning in the same work in more than one class without the teacher's permission and other ways.
2. **"Plagiarism"** means turning in someone else's work as your own work without giving credit. Plagiarism includes, but is not limited to, using another person's words, phrasing, ideas, sentence structure, information or any other way of expression and presenting it as one's own work, without giving credit to the other person (using a citation).

Academic misconduct	ELI Status	SEVIS Status	Explanation
First time	First Warning	Unaffected	You may continue to attend ELI classes.
Second time	Second Warning	Unaffected	You may continue to attend ELI classes. Any other students involved will receive a zero for the work. A warning letter will be sent to the student's sponsor.
<b>Third time</b>	<b>Suspension</b> You are not allowed to attend ELI classes.	Unaffected	Transfer out or return to your home country in 7 days.
		<b>Your SEVIS record will be terminated for "failing to maintain status" after 7 days.</b>	<b>You must leave the U.S. immediately or request to be transferred out with terminated SEVIS I-20.</b>

### Smoking (Including E-Cigarettes)

**UNIVERSITY OF UTAH WILL BECOME A SMOKING FREE CAMPUS ON JULY 1, 2018**

Citation from ELI	ELI Status	SEVIS Status	Explanation
First time	First Warning	Unaffected	You may continue to attend ELI classes.
<b>Second time</b>	<b>Suspension</b> You are not allowed to attend ELI classes.	Unaffected	Transfer out or return to your home country in 7 days.
		<b>Your SEVIS record will be terminated for "failing to maintain status" after 7 days.</b>	<b>You must leave the U.S. immediately or request to be transferred out with terminated SEVIS I-20.</b>

**If you have been suspended from ELI, you are not allowed to attend ELI for one year.**

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