



## **Academica International Studies Enrollment Agreement**

### **Program Information**

#### **Cancellation and Settlement Policy**

This enrollment agreement may be canceled, if such cancellation occurs within five (5) calendar days of the first day of each semester, provided that Academica International Studies (AIS) is notified of the cancellation in writing by providing such notice to the Program Director who will immediately inform AIS. This provision shall not apply if the student has already started working in their course(s) for said semester.

#### **Student Agreement**

I accept and agree to comply with Academica International Studies' (AIS) rules and policies, including but not limited to those outlined in AIS' Student/Parent Handbook (as amended). I understand this information represents the requirements for my diploma completion through AIS so long as I remain in continuous enrollment and in good academic standing in accordance with the school's rules. AIS will not be responsible for any statement of policy or procedure that does not appear in the school handbook. AIS reserves the right to discontinue any student's education for unsatisfactory progress, nonpayment of tuition, or failure to abide by school rules. I understand that in order to earn the dual diploma, I must provide my official home country secondary school transcripts to AIS, an official English translation of home country secondary school transcripts if requested, and meet the minimum graduation requirements as outlined in the Student/Parent Handbook. AIS does not guarantee the transferability of credits to a college, university, or institution. Any decision on the comparability, appropriateness, and applicability of credits and whether they should be accepted is the decision of the receiving institution.

#### **Student Acknowledgements**

I understand that full payment must be completed for each semester before subsequent registrations will be accepted. I further understand that if I intend to withdraw that I will notify the school by providing such written notice to the Program Director.

I understand that AIS may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I disrupt the normal activities of the school. I understand that I must maintain satisfactory academic progress as described in the Student/Parent Handbook, meet the minimum graduation requirements, and that my financial obligation to AIS must be paid in full before a diploma may be awarded.

#### **Notification (Applicable to Students in the European Union)**

This document does not constitute a binding agreement until it is accepted by all the parties involved. The personal data collected will be incorporated and processed in the registration file, whose purpose is the enrollment in the Dual Diploma Program and may be transferred to the entities providing the services, in addition to other assignments provided by law. The person responsible for the file is Academica International Studies and the interested party may be, in accordance with applicable law, permitted to exercise the rights of access, rectification, portability and erasure of their data and the restriction or objection to their processing. The interested party may exercise these rights by sending an email to [gdpr@aveteaching.com](mailto:gdpr@aveteaching.com), all of which is reported in accordance with applicable law, which may include Regulation (EU) 2016/679 of 27 April 2016 (GDPR), and in compliance with that same law, I give my express consent to the transfer of the data here requested for the Dual Diploma Program.



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### **Data Protection (Applicable to Students in the European Union)**

Academica International Studies, hereinafter the CONTROLLER, is responsible for the processing of the User's personal data and informs them that the data will be processed in accordance with the provisions of Regulation (EU) 2016/679 of 27 April 2016 (GDPR) on the protection of individuals with regard to the processing of personal data and on the free movement of such data. Therefore, the CONTROLLER provides the following information to the User with regarding the processing of User Data:

**Legal basis to Process Data:** The Data Subject's consent; legitimate interest of CONTROLLER to provide educational services and maintain student records for the purposes of running an educational institution.

**Data storage criteria:** Data will be stored while there is a mutual interest in maintaining the data or to the extent that CONTROLLER has a legitimate interest to provide educational services and/or keep student records for the purposes of operating an educational institution, unless overridden by the interests or fundamental rights and freedoms of the User which require protection of personal data. When such purpose is no longer necessary, the data will be erased with the adequate security measures to ensure the pseudonymization or the complete destruction of the data.

**Data disclosure:** The data will not be disclosed to third parties, unless legally required.

### **Legitimate rights of the interested party**

- Right to withdraw consent at any time
- Right of access, rectification, portability and erasure of their data and the restriction or objection to their processing, with such rights limited to the extent that the CONTROLLER maintains a legitimate interest to provide training services and keep student records for the purposes of running an educational institution, unless overridden by the interests of fundamental rights and freedoms of the User which require protection of personal data.
- The right to file a claim with an appropriate governmental organization if you consider that the processing does not comply with prevailing law.

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Student Signature

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Date

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Parent or Guardian Signature

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Date