

## **truED Partnership Program Policies for Students**

The truED Partnership Program (the “Partnership Program”) provides a partnership tuition rate to eligible individuals associated with select companies or organizations (“Partner Organizations”). The Partnership Program is subject to the following Policies. By participating in the Partnership Program, you agree to these Policies. If you do not agree to these Policies then do not participate in the Partnership Program.

### **Partner Organization and Agent Definitions**

“Partner Organization”: A company or organization with employees who are eligible to participate in the Partnership Program through an agreement between Champlain College and an Agent.

“Agent”: A company or organization that has agreed with Champlain College to arrange a Partner Organization’s participation in the Partnership Program. Examples of Agents include third-party benefit providers acting on behalf of multiple employers, or membership organizations representing employees of multiple employers (such as union members).

1. **Eligible Individuals.** The Partnership Program applies to the following Eligible Individuals:
  - A. An employee of a Partner Organization, excluding third party contractors, during the term the Partner Organization participates in the Partnership Program (“Employee” or “Employees”).
  - B. An Employee’s Spouse/Domestic Partner who is a new Champlain College Online student, an alumna or alumnus returning to begin a new online program through Champlain College Online, or who is already enrolled through the Partnership Program as of the effective date of an agreement between Champlain College and an Agent (the “Effective Date”); except that Spouses/Domestic Partners who are enrolled in Champlain College Online courses or programs at the standard tuition rate or another tuition rate as of the Effective Date are not eligible to participate in the Partnership Program or receive the Partnership Tuition Rate for the duration of such courses or programs.
  - C. An Employee’s children who are new Champlain College Online students or alumni returning to begin a new online program through Champlain College Online, or who are already enrolled through the Partnership Program as of the Effective Date; except that children who are enrolled in Champlain College Online courses or programs at the standard tuition rate or another tuition rate as of the Effective Date are not eligible to participate in the Partnership Program or receive the Partnership Tuition Rate for the duration of such courses or programs.
  - D. The Eligible Individuals described in this Section who enroll in Courses are also sometimes referred to as “Students”.

You must meet these eligibility requirements to enroll as a Student in Courses.

2. **Courses.** The Courses that are included in the Partnership Program are the 100% online courses offered by Champlain College Online as described at <https://online.champlain.edu/degrees-certificates>, (referred to as “Course” or “Courses”). Course offerings are subject to change at Champlain’s sole discretion without notice. The

Partnership Program does not include other courses or programs offered by Champlain College, including its traditional on-campus or hybrid undergraduate and graduate programs, workshops, trainings or special events.

3. **Admission and other policies.** Eligible Individuals seeking to participate in the Partnership Program are subject to the regular admissions policies and procedures of Champlain College Online. Eligible Individuals seeking a degree or professional certificate must meet all Champlain College admission requirements. Eligibility for the Partnership Program does not guarantee an Eligible Individual's acceptance to an academic program or Course. Accepted Students are subject to all policies and procedures of Champlain College.
4. **Tuition and Fees.** Students are responsible for paying Tuition and Fees as described below.
  - A. **Tuition.** Unless a Partner Organization or Agent has entered into an agreement with Champlain College that provides a different tuition rate for the Partner Organization's Students, tuition is charged to the Student on a cost per credit basis at the partnership rate ("Partnership Tuition Rate"). The Partnership Tuition Rate represents a significant reduction from Champlain's standard tuition. The Partnership Tuition Rate applicable for each term of the Partnership Program is published on Champlain's website at [online.champlain.edu/trued-partner-tuition](https://online.champlain.edu/trued-partner-tuition) and is subject to change at Champlain's sole discretion without notice; except that Champlain will notify the Agent and/or Partner Organization 30 days in advance of any modification to tuition. In the event that a Student is eligible for more than one tuition rate at Champlain College Online, the lowest tuition rate the Student is eligible for prevails.
  - B. **Fees.** Fees for books, graduation or other expenses are not included in Tuition and are the responsibility of the Student.
  - C. **Payment.** Students in the Partnership Program must pay Tuition and Fees either 1) by full payment in advance by the payment date set each term by Champlain College, or 2) through an automatic monthly payment plan arranged through Champlain College. If Champlain College approves the Partner Organization or Agent for pre-paid billing or deferred billing of Tuition and/or Fees on behalf of the Students, such payment must be received by the payment date set each term by Champlain College. Any amount of Tuition and/or Fees not covered by the Partner Organization or Agent is the responsibility of the Student. Due to the significant reduction in tuition offered to Students in the Partnership Program, the payment terms above are mandatory for all Students.
  - D. **Refunds.** A Student who withdraws from a Course during the add/drop period will be provided a tuition refund in accordance with Champlain College's then-existing tuition refund policy for Champlain College Online programs as published on Champlain College's website. Refunds issued are based upon tuition fees assessed, not tuition paid. For clarity, the current refund policy is located at <https://online.champlain.edu/paying-school/refund-withdrawal-policy>. The current refund policy is subject to change in Champlain College's sole discretion with or without notice.
5. **Initial Enrollment Term for Students.** Champlain College will designate the academic term in which Students may begin to enroll in Courses in the Partnership Program ("Initial Enrollment Term").

6. **Student enrollment after termination.** In the event of termination of the Partner Organization's participation in the Partnership Program, enrolled Students shall be permitted to complete the Courses or Academic Program they are enrolled in at the time of termination at the Partnership Tuition Rate (or other rate if provided in an agreement between the Partner Organization or Agent and Champlain College) applicable each term of enrollment, provided that the Student remains an Employee of the Partner Organization (or, if the Student is a Spouse/Domestic Partner or Adult Child, the related Employee remains an Employee of the Partner Organization), maintains good academic standing and continues enrollment without a break until completion of the Courses or Academic Program.
7. **Policies are subject to change.** The Partnership Program Policies in this Section 1 are subject to change in Champlain's sole discretion, with or without notice, including tuition, course availability or eligibility for enrollment; except that Champlain College will notify the Agent and/or Partner Organization 30 days in advance of any modification to tuition or eligibility requirements.

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