

INTERNSHIP BASED EDUCATIONAL PROGRAM

For

ADAM SCHOLARSHIP RECIPIENTS

Jointly Offered By

**Teikyo Loretto Heights University
& Adam Business Group (Adam Univ.)**

DENVER, COLORADO, USA

STUDENT UNDERSTANDINGS, TERMS & CONDITIONS AND AGREEMENTS

[1] General Program Information

An internship-based educational program (also called “Work-Study” program) has been jointly developed by Teikyo Loretto Heights University (TLHU) and Adam Business Group (Adam Univ., in affiliation with many universities in SE Asian area). Unlike some conventional classroom-only educational models, this uniquely designed “Work-Study” program provides qualified international students with an opportunity to obtain Curricular Practical Training (CPT) experience working for companies in the United States, while working on their Bachelor’s degrees. Financial aid in the form of scholarship, room and board allowance, on-campus employment opportunity and off-campus salaried internships are provided to assist international students in pursuing their university education in the US.

[2] Course Load

The program includes standard 120 credits coursework. Most students receive their bachelor’s degree in four years with average course load of 30 credits per year. The minimum course load is 24 credits per year, but students under the minimum course load will take five years to finish school.

[3] Tuition and Fees & Financial Aid

(1) To simplify the procedures, TLHU agrees to process each student’s application and delay payment of the \$50.00 application fee. However, each student who has been granted an F-1 visa must pay TLHU’s international student application fee of \$50.00 upon enrollment in TLHU.

(2) CPT workshop is provided by the Adam Business Group and is intended to prepare student for the upcoming paid internship, also called Curricular Practical Training (CPT). This workshop includes how to write resume, job-hunting skills, interview strategies, ethics on the workplace, US culture and custom, etc. Students need to pay Adam Business Group a one-time CPT workshop fee of \$1600 upon enrollment in TLHU. Since this is an internship-based program, after completing CPT workshop students will receive three credits from ADAM Business Group (Adam Univ.) but all three credits can be transferred toward the TLHU bachelor's degree (toward 120 credits at TLHU). Current tuition rate is \$499 per credit.

(3) Students are required to take a minimum of 24 credits course work in the first 9 months, not including the 3 credits transferred from CPT workshop that is offered by ADAM group (Adam Univ.). The amount of the tuition and fee on your I-20 is based on 24 credits coursework [\$11,976 (24 x \$499)], the amount of the Adam Scholarship awarded to you on your I-20 is based on your taking 24 credits course work in the first 9 months. If you take more TLHU course credits up to a maximum of 30 credits in the first year, your scholarship will be increased proportionally. However, the amount of the scholarship for the second through the fourth years will depend on your GPA.

(4) The living expenses outlined on your I-20 is based on “on-campus” living for 9 months; room and board allowance shown on your I-20 is also based on your living on campus for nine (9) months. The amount of allowance will be increased proportionally for 12 months.

[4] On-campus Employment

TLHU has some on-campus job opportunities, but unless it is indicated on your I-20, the school does not reserve any on-campus jobs for any international student who is still in his/her home country with a pending student visa. After arriving in school, you may be able to find some on-campus jobs while accommodating your class schedule. Based on US immigration law, international students are allowed to engage in a maximum of 20 hours per week on-campus work when school is in session, and 40 hours during the summer session.

[5] Off-campus CPT Employment

In order to be qualified to do the CPT, you must meet ALL of following conditions simultaneously:

- (A) Completed a minimum of 24 credits of course work.
- (B) Have been in school for one academic year (9 months)
- (C) Have completed CPT workshop.
- (D) Maintain a minimum of GPA 2.25

Job placement service will be provided by NEEI to student and internship employment is guaranteed. If you have met the above conditions, then, you need to bring the job offer letter to the office of Adam Business Group for assessment, if approved, you will be authorized by TLHU to work off-campus for CPT employment. You will be authorized to work part-time (no more than 20 hours per week) for at least two years, but you are allowed to work full-time during the summer session. You are not allowed to work off-campus without school authorization.

[6] Catalog and Student Handbook

Information about TLHU is published in its catalogs and student handbook that contains a description of certain policies, rules, procedures, and other information about the University. TLHU reserves the right to change any provision of these documents at any time. Notice of changes will be communicated in a revised catalog, student handbook, an addendum or supplement to the catalog, or other written format. You are expected to read and be familiar with the information contained in the University catalog, in any revisions, supplements and addenda to the catalog, and with all University policies. By enrolling in TLHU, you agree to abide by the terms stated in the catalog and all University policies.

[7] Changes

TLHU reserves the right to make changes at any time to any provision of the catalog, including the amount of tuition and fees, refund policy, academic programs and courses, University policies and procedures, faculty and administrative staff, the University calendar and other dates, and other provisions. TLHU also reserves the right to make changes in equipment and instructional materials, to modify curriculum, and when size and curriculum permit, to combine classes.

