

**UNIVERSITY OF ILLINOIS AT CHICAGO
COLLEGE OF BUSINESS ADMINISTRATION**

Intent to Enroll

Master of Business Administration, International Managers Track

Name: _____

General Information

The MBA Programs for International Managers are offered under contractual agreement with a sponsoring organization. The contract provides for a set of courses (54 semester hours of credit) that meets all requirements for the MBA degree at the University of Illinois at Chicago (UIC) and that is delivered to a cohort of students who enter the MBA program together.

All program costs for the one-year MBA degree cycle must be paid in full before classes begin. Payments of program costs will not be refunded, unless the university is unable to fulfill its obligations provided under the contractual agreement. Students who are not able to continue in the program due to health reasons may petition for a leave of absence. Approval of a leave of absence is not guaranteed and does not take effect until after approval by both the Corporate MBA Programs and the Office of International Services (OIS).

The following fees and activities not covered by the cost of the program constitute an additional cost and are the sole responsibility of either the sponsoring organization or the student: graduate student fees and assessments, any additional course work, textbooks and other required or recommended instructional materials, international student orientation fee, international student fee, application fee, living accommodations, costs associated with transportation to/from Chicago, personal incidental expenses, social events, debts incurred during the program, and medical insurance.

All students in the cohort are governed by the provisions of the contract under which their courses are offered. The "Intent to Enroll" form provides additional details. In some cases, students may study together who enter under contracts from different organizations.

I intend to enroll in the UIC MBA degree program for International Managers at the University of Illinois at Chicago. I understand that by enrolling in this program, I agree to abide by the academic policies and administrative procedures established for this program by the University of Illinois at Chicago, the College of Business Administration, and the Corporate MBA Programs Office and by the general regulations, policies, and procedures governing enrollment at UIC. These include, but are not limited to, the following:

Enrollment and Registration

- All students in the International Managers Track in the MBA program at UIC take classes with their respective cohort; students are not permitted to enroll in credit courses outside the International Managers Track. Students do not choose individual courses.

The cost of the program covers only the set of 54 semester hours of credits provided to the cohort to fulfill the minimum degree requirements under the contract. Any course work beyond or outside the courses provided to the cohort in which the student is enrolled is subject to additional course fees or tuition charges based on the relevant published university tuition and fee schedule plus course material fees if any.

- Registration for all courses in the International Managers Track is accomplished through the Corporate MBA Programs (CMBA) Office, the academic administrative office of the International Managers Track. Students do not self register and are not eligible to take credit courses outside the International Managers Track.
- All students must be properly registered for any and all classes attended to receive credits for degree completion. A student cannot be registered for future courses if there is a "hold" on his/her record for any reason. The student is individually responsible for taking care of all matters that might affect his/her ability to be registered no later than three weeks before the start of a course module.
- Students must petition to the Assistant Dean and Director of the program for approval to be registered after the tenth day of a module of 14 or more weeks of instruction or after the fifth day of a module shorter than 14 weeks.

Failure to comply with registration requirements does not obviate financial obligations for any and all courses attended or offered during a cohort module.

- The MBA Programs for International Managers are based on an expectation of 12 months of continuous enrollment leading to the completion of the degree. Occasionally, unforeseeable extenuating circumstances, e.g., a serious health or medical problem, prevent students from being able to continue their studies for a period of time. In these instances, a student can apply to retain status in the program for a limited period by requesting a leave of absence. Approval of a leave of absence is NOT guaranteed and does not take effect until approved by both CMBA and OIS.

Students already registered for the term for which leave is requested and approved will be dropped from all their courses. If the student withdraws (i.e., is no longer registered for any courses) after a term begins, the student may still be liable for various campus fees and charges. Students who are on an approved leave of absence will not be covered by the campus health plan CampusCare until they return to active registration.

Returning students need to reapply; acceptance is NOT automatic nor guaranteed. In all cases, returning students need to follow all procedures and requirements for application/readmission/ registration for the MBA Programs for International Managers and work with the CMBA Programs Office on the timing of a return to active student status. The CMBA Programs Office cannot guarantee the timing and availability of appropriate course work beyond the 54 credit hours provided to the original cohort into which a student is admitted.

Students who leave the program at will and without an approved petition for leave of absence will receive an F or I on their records for any of the remainder of the 54 semester hours of credits.

Academic Policies

- Students in the MBA for International Managers program must comply with all general student regulations and policies at UIC.
- Degree completion is contingent upon meeting all requirements for the Master of Business Administration degree.
- In accordance with the academic requirements for the MBA degree, students must maintain a B average to remain in good academic standing. Course grades of A, B and C are passing and eligible for degree credit. Grades of less than a C are not accepted for degree credit. The primary responsibility for monitoring and maintaining at least a B average (grade point average of at least 3.0, A=4.0) in accordance with the requirements for good academic standing is the student's.

If a student earns a grade of less than a C for a core course, he/she must petition to the Assistant Dean and Director of the program for approval to re-take that course. If a student earns a grade of less than a C for an advanced course, he/she must petition to the Assistant Dean and Director of the program for approval to repeat or replace that course. In both cases, both the new grade and the original grade for the course(s) will appear on the student's transcript and will be used to compute the grade point average.

- Students who fail to maintain good academic standing are allowed to have a maximum of two course modules (irrespective of the number of credit hours offered in each module) or until the end of the 54 semester hours of credit provided by a contract, whichever occurs later, to raise their average GPA to 3.00. Students who do not return to good academic standing within the allotted time will not be permitted further registration in the program.
- The Corporate MBA Programs Office cannot guarantee the timing or availability of courses beyond the 54 credit hours provided to each cohort to meet minimum degree requirements. The availability of additional course work, if needed to complete the degree requirements, may impact a student's visa status.
- In order to graduate, students must complete all degree requirements (successful completion of all courses and maintenance of at least a B average). In addition to completion of formal degree requirements (courses, grades), students must also clear all financial obligations to UIC and to any UIC-affiliated entity, including fees and assessments, medical insurance fees and course fees (e.g., for instructional materials) before they can be certified for graduation.

- All students must adhere to the highest standards of academic integrity and honesty and abide by the College of Business Administration Honor Code.

Financial Obligations

- Students in the MBA Program for International Managers do not pay tuition to the University of Illinois at Chicago for the instruction they receive. The cost of providing the instructional program is paid by the program sponsor to UIC under the pertinent contract. Whether the pro rata cost of the contract for each participating student is paid entirely by the contracting organization, by the student via payment to the contracting organization, or by several parties, including (but not limited to) the program sponsor, the student, and the student's employer, UIC receives funds under the contract and does not receive tuition payments from students. Thus, students do not receive a 1098T tax form indicating payment of tuition to UIC.
- Students in the International Managers Track in the MBA program at UIC are not eligible for Payment Plan, an installment payment program that applies only to students billed through the UIC Student Accounts Receivable system.
- Students in the MBA Program for International Managers are charged fees and other assessments by the University during each semester of enrollment. These fees and assessments are not included in the contract cost paid by the sponsoring organization. It is the student's responsibility to remit payments directly to the university via UI-Integrate Self-Service System in a timely manner. Late payments may result in a financial hold on the academic records that prevents the CMBA Office from registering students for classes. The campus charges a fee of \$50.00 for late registration.

U-Pass is a one year program for all students in the MBA Programs for International Managers, effective on the first day of enrollment and valid for 365 days. Students pay a one-time fee at the beginning of the program and may use the U-Pass card continuously for one calendar year, including any leave of absence period. The U-Pass Program is not optional and cannot be extended beyond the 365 days beginning the first day of enrollment in the program.

- Students taking extra courses beyond the 54 semester hours of credits will be assessed additional course fees or tuition charges based on the relevant published university tuition and fee schedule plus course material fees if any. The university tuition and fee schedule is published on UIC's website: http://www.uic.edu/depts/oar/grad/tuition_grad.html.

Health and Medical

- All students are required by Illinois law to have medical insurance. Failure to comply with the medical insurance requirement may render the student ineligible for registration and degree certification.
- All students will be automatically enrolled in CampusCare, the University's student health benefit program administered by the Office of Managed Care, upon their enrollment into the program, and for the entire duration of their enrollment in the program.
- Students will not have the option of waiving out of CampusCare for any term in which they are registered for courses; students not registered for courses will not be enrolled in CampusCare; a student's eligibility for CampusCare ends when the student completes the program.

Employment, Family Visit, CPT and OPT

- Students may petition to the Assistant Dean and Director of the program for approval to accept on-campus employment unless prohibited by the visa status or by the sponsor. Such employment must further the student's professional development and understanding of American culture and business practices. A minimum grade point average of 3.5 (A=4.0) after 16 credit hours or 3.2 after 24 credit hours, and successful completion of all course work attempted is generally required for approval. Approval may be revoked if academic performance suffers during the period of employment.
- The Office of Corporate MBA Programs will issue a letter of recommendation for Optional Practical Training (OPT) to students in F-1 status in good academic standing (having passed all courses offered and taken with at

least a 3.0 GPA, A=4.0) at the beginning of the final module of the 12-month program or 9 weeks before completion of the program, whichever occurs later.

- Given the length of the program, students in the MBA Program for International Managers are not eligible for Curricular Practical Training (CPT) or off-campus employment because of federal rules and regulations governing international students in the U.S.
- The Office of Corporate MBA Programs works with the Office of International Services (OIS) at UIC to process the I-20 forms for students entering the program. This is done for the whole group together using the financial information provided through the sponsoring organization and is done to support the academic program as a whole. The office is not in a position to facilitate visa requests for dependents. Students should apply for the dependent visa documents through OIS once they have enrolled in the program. The university does not assure approval by US visa officers.

Consent to Use Name, Quotes and/or Photos

- The Corporate MBA Programs Office obtains photographs/videos of students/alumni and their family/friends during UIC sponsored events for promotional purposes. The photographs, video footage, or digital files shall become the property solely of the University of Illinois at Chicago.
- Students/alumni in the MBA Program for International Managers permit the use and reproduction of any and all photographs or electronic recordings that have been taken of them and their family/friends for any educational purpose, publication, or similar endeavors without compensation to any party.

I have read all the points stated above and accept these terms of enrollment in the MBA Program for International Managers.

Signature:

Date:

Updated 03/2016