



STUDENT HANDBOOK



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Mission and Vision

Mission

The mission of EDU Effective is to help and bring effectiveness, success, innovation, experiences, knowledge and information from the unfathomable vastness of the internet to students from all over the world at a fair price. We are here for those to whom education and lifelong development is of consequence.

Vision

EDU Effective was created with the vision of becoming the pinnacle of education, focused on innovation and use of current, available technologies. We continuously work to make sure that our products, services, and customer care exceed the expectations of our candidates, students and lecturers.

Strategy

Great Team

We take great care in the selection of our collaborators. They are the ones picking the relevant content for your improvement.

Effective Education

Our online education is a step ahead of traditional education, even exceeding the students' expectations.

General preamble

- 1) Main goal of EDU Effective Business School US and EDU Effective is to help and bring effectiveness, success, innovation, experiences, knowledge, and information from the unfathomable vastness of the internet to students from all over the world at a fair price. We are here for those to whom education and lifelong development is of consequence.
- 2) EDU Effective Business School US and EDU Effective have prepared joint courses bringing together American (EDU Effective Business School US, Hawaii, US) and European (EDU Effective, z.s., Czech Republic, European Union) professional education. Successful graduates will thus obtain joint professional certificates.

Preamble and Accreditation Of EDU Effective Business School, United States

- 1) EDU Effective Business School is a professional non-academic educational institution that follows the law codified in Hawaii and US laws.
- 2) EDU Effective Business School is certified by the Accreditation Service for International Schools, Colleges (ASIC).
- 3) Successful graduates of the EDU Effective Business School course will receive a professional certificate of course completion depending on the course studied (Effective MBA, Effective MPA, Effective MSc.), confirming their gained knowledge.
- 4) Successful EDU Effective Business School short course graduates will receive a professional certificate of course completion.

Preamble and Accreditation of EDU Effective, Czech Republic, European Union

- 1) EDU Effective is a professional non-profit educational institution and acts following the law codified in the Czech Republic and the European Union.
- 2) EDU Effective is certified by the Accreditation Service for International Schools, Colleges, and Universities (ASIC).
- 3) Successful graduates of the course will receive a completion certificate and a Czech professional certificate depending on the course studied - Master of Business Administration (MBA), Master of Science (MSc.), Master of Public Administration (MPA) or Master of Laws (LL.M.), Effective LL.M. This document entitles graduates to utilize a Czech professional (non-academic) degree recognized within the Czech business field.
- 4) Successful graduates of the EDU Effective short course will receive a professional certificate of course completion.
- 5) We refer to the fact that in the Czech republic EU, the degree mentioned in 3) is considered a professional degree within the Czech context. EDU Effective is designated for students studying for personal development, improving their knowledge, and being part of a global networking community.
- 6) EDU Effective recommendation: if your goal is to obtain a degree recognized in your country, we cannot guarantee that. We recommend that you get informed by your local education department before applying.

Admissions Policy

As an equal opportunity educational system, EDU Effective bases admission to our courses solely on the required documentation outlined in this section. Studying online requires that you use a computer, an internet connection, and desktop productivity software to complete your course. Some courses and classes may require additional software. It is your responsibility as a student to ensure you have timely access to a computer that meets the technology requirements for courses as well as appropriate internet access to be able to fully participate in courses. It is also your responsibility to ensure you have access to a computer that does not restrict access to sites you will be required to access during your course. If the computer you will be using is restricted from sites you will need for participation in the class, you should drop the course until you are able to resolve your access issues.

Admissions requirements

- secondary school diploma with 2+ years of experience in a field related to the course and/or undergraduate degree
- basic command of English language
- government issued photo ID
- enrollment application

Denial of Admission

To protect its character and standards and in furtherance of its mission, EDU Effective reserves the right to deny or revoke admission to any applicant or student for the following reasons:

- Student does not meet minimum requirements
- Student does not submit required documents
- Application or admission forms, documents, or materials contain or appear to contain false, fraudulent, or incomplete statements.
- EDU Effective determines that you have communicated information that constitutes a misrepresentation, fraud, or potential fraud with respect to any matter.
- EDU Effective determines that unresolved discrepancies exist with respect to the applicant's or student's application or admission materials or information.
- EDU Effective determines that information submitted in support of establishing your identity or previous education is false or if EDU Effective is unable to verify the accuracy of information that you submitted after you have been provided multiple opportunities to supply the requested documentation.



Identification Verification

- a legible copy of a valid government issued photo ID such as a driver license, state ID or a passport
- a photo which will be used during automated verification of students' identity during tests

Outside Scholarships

You may use an outside scholarship to cover your tuition at EDU Effective. We encourage you to investigate the availability of grants or scholarships from all sources - review the EDU Effective website, research the Department of Education resources and contact local or private organizations.

Maintaining Your Contact Information

EDU Effective requires you to maintain a current email address on your student record as long as you are an active student. This is to ensure that our offices can notify you of any pending adverse academic actions, any missing document requirements, and the outcome of your student requests. Please make sure that you have access to your email address provided, as you are responsible for receiving any notifications that are time sensitive.

You will receive email invitations to share your feedback through various surveys about your experiences with us, your needs as a student, etc. We value and encourage your participation in our surveys, as your feedback plays a significant role in our continuous improvement processes. Participation in a survey is voluntary unless otherwise stated in the email. Although you are required to receive the emailed student survey invitations, you may choose to skip certain surveys and submit your feedback in other surveys, based on its topic.

If you have unenrolled or have graduated, and do not wish to have EDU Effective contacting you again, you may submit a Do Not Contact request in reply to any of the emails from EDU Effective. Doing so will not remove your email addresses from our student record system but will remove your contact information from our student outreach system so that you no longer receive any emails from the institution.

Outgoing Transfer

EDU Effective does not guarantee transferability of credits earned at EDU Effective to other educational institutions. Students should contact admissions advisors of any institution where they wish to transfer to determine if the institution is willing to accept credits earned at EDU Effective before enrolling in that institution.

Articulation Agreements

From time to time EDU Effective may enter into articulation agreements with partner institutions to define and determine standards and processes for course completion. Those agreements indicate the nature and volume of credit transfers and supersede this policy.

Structure of the course

1. *Courses and specializations*

The current list of specializations and courses can be found on our website [here](#).

2. *Blocks and Modules*

There are 10 modules in each specialization of the courses at EDU Effective.

Each module consists of 30 daily blocks, 15-minutes each. The daily block includes video lectures and additional video content. Every sixth block contains additional study materials such as e-books, audio books and other relevant materials for the module.

3. *Tests*

There are three levels of tests in the courses:

1. There are mock tests within the modules. Their purpose is to give students feedback on how well they have grasped the content of the preceding blocks.
2. In order to unlock the next module students must pass a test at the end of the module (80% threshold).
3. In order to finish the course, students must pass a final test (80% threshold).

Students can take tests whenever they unlock them. The tests are automatically proctored in order to check students' identity. Therefore students need to allow their webcam to take pictures of them before and in the course of the test. The system then evaluates whether the person taking the test is the student enrolled in the course.

In case EDU Effective comes to a conclusion that the person taking the test is not the same person as the student enrolled in the course, the student might be expelled from the course without any refund.

4. *Individual Action Plan*

Students also need to create an Individual action plan at the beginning of their enrollment. The action plan should reflect their personal goals - what they want to achieve with regards to their personal and professional development based on the newly gained knowledge.

Students need to update their Individual action plan after they complete one course. This helps them keep track of their progress and what they want to achieve.



5. *Webinars (online video lectures)*

Students of all courses (except for short courses) at EDU Effective Business School have a unique opportunity to attend online video lectures (webinars) hosted by our partner LIGS University. The webinars are online and give students the opportunity to interact with the lecturer as well as fellow students in real time. Webinars are not mandatory for EDU Effective students.

Academic Plans

An academic plan will be established for students upon admission to EDU Effective. Students must keep their own records of their progress; ultimately, it is the student's responsibility to see that they are completing the correct educational materials for the course they pursue to complete.

Moreover, students create and update individual action plans, which can specify individual goals students have set for their personal and professional development.

Appropriate Course Progression

Students progress through the course one module at a time. In order to unlock the next module students need to pass a test and update their individual action plan. This order of studying ensures that students progress in a course in an appropriate way.

Courses are asynchronous and self-paced, which enables students to study whenever they choose to. However, the courses are designed to be finished in the maximum of 12 months.

Cumulative Score Requirements for Graduation Eligibility

In order to be eligible to have your professional certificate of the course conferred or/and your graduate certificate issued after completing all of your course requirements, you must achieve a cumulative score of 80%.

Grading Policy

Tests

There are three kinds of tests during the study:

1. Mock test after several blocks in each module; 65% threshold (does not count towards evaluation for the module).
2. Test after each module; 80% threshold
3. Final test after completion of the whole course; 80% threshold

Individual Action Plan

Students in all courses need to prepare an individual action plan and update it after they complete individual courses. Thus the students are encouraged to set individual goals they want to reach in the course and keep track of their progress. The individual action plan is not graded.

Student Services

Student support team at EDU Effective is designed to assist students as they progress in their courses. As a comprehensive distance learning institution, we offer those services our learners most require.

Key EDU Effective Student Services include:

Pre-Enrollment Advising

Since initial contact, EDU Effective staff focus on students' needs. Students are required to complete an application form as a condition of enrolling into a course. Admissions specialists also pay close attention to the financial situation of applicants and help them prepare an installment plan that suits their economic situation and does not put additional stress on students.

Online Course Enrollment

Learners are able to conveniently enroll in EDU Effective courses via the online enrollment facility provided in the EDU Effective LMS right after the enrollment agreement is signed and the first installment of the tuition is paid.



In-Process Reminder and Information Service

EDU Effective learners receive automatic email updates and reminders during their enrollment periods. Students are encouraged to get in touch with the student support in case of any questions or concerns related to their course.

Academic Policies & Procedures

EDU Effective adheres to strict policies and procedures to ensure integrity and efficacy in teaching and learning.

Course Policies

Instructional platform: EDU Effective uses a custom-made Learning Management System as the platform from which to provide all student instruction and engagement, and for student assignments and assessments. Attendance and activity is measured through data analytics based on student logins to the platform.

Educational environment: EDU Effective provides an online environment in which students and faculty come together to promote learning and growth. It is essential to this learning environment that respect for the rights of others seeking to learn, respect for the professionalism of the instructor, and the general goals of academic freedom are maintained. Differences of viewpoint or concerns should be expressed in terms which are supportive of the learning process, creating an environment in which students and faculty may learn to reason with clarity and compassion, to share without losing their identities, and to develop an understanding of the community in which they live. Student conduct which disrupts the learning process shall not be tolerated and may lead to disciplinary action and/or removal from the course/program/institution.

Academic Freedom Policy

EDU Effective affirms that those in its community, including students, faculty, staff, administrators and members of its Governing Board, are free to share their convictions and responsible conclusions with their colleagues and students.

EDU Effective endorses the spirit and content of the American Association of University Professors' (AAUP) Statement on Academic Freedom (1940).

"Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the university.

Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the university should be clearly stated in writing at the time of the appointment.

College and university teachers are citizens, members of a learned profession, and officers of an

educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution."

Application to Non-Faculty Members of the EDU Effective Community:

The spirit and content of the AAUP Statement on Academic Freedom applies to all members of the EDU Effective community: students, faculty, staff, administrators and members of the Governing Board.

Institutional Policies and Services

Definition of Satisfactory Academic Progress (SAP)

Students must maintain Satisfactory Academic Progress (SAP) while attending EDU Effective. Students who fail to make satisfactory academic progress towards their professional degree or certificate can be asked to leave EDU Effective. The students must pass all of the mandatory requirements of their course in order to maintain Satisfactory Academic Progress.

Academic Honesty

Honor Code: "Members of the EDU Effective academic community adhere to principles of academic integrity and mutual respect while engaged in institution work and related activities." You should:

- a) understand or seek clarification about expectations for integrity in the course (including no cheating, plagiarism and inappropriate collaboration),
- b) neither give nor receive unauthorized aid on examinations or other course work that is used as the basis of grading,
- c) take responsibility to monitor academic dishonesty in any form and to report it to the appropriate official for action.

Students may be required to sign a statement at the end of all exams and assignments that "I have done my own work and have neither given nor received unauthorized assistance on this work."

Responsible Research: Responsible research is a critical component of education at EDU Effective. Students must learn how to investigate, read, understand, systematize, interpret, and finally explain complex ideas and issues in writing. There is no shortcut to good research and writing. Students gain immense satisfaction from their personal experience with the research process, a broader and deeper knowledge of areas of study, and the discipline of summarizing their findings in a clear and orderly form.

Responsible research includes giving credit to all materials on which students rely in the research process. Students must realize that they are not experts; they rely on experts and must therefore fully credit these expert sources. Students must acknowledge all sources of ideas, words, phrases, or sentences included in the research paper. One of the best ways to avoid plagiarism is to read thoroughly to gain an understanding of source materials and then, without looking at the source, give one's own summary or evaluation.

Academic Misconduct

The following is conceded to be dishonest and therefore unacceptable and not allowed by the institution:

- Using someone else's work, images or ideas and passing it off as your own (plagiarism).
- Cheating, that is, acting unfairly or dishonestly to gain an advantage.
- Secretly agreeing with another to cheat or deceive (collusion).

All these are called **academic misconduct**. If you are discovered or suspected of any of the above, the Institution will investigate and this may result in disciplinary action being taken.

That is what is expected of you whilst you study at EDU Effective Business School

1. You will pass all tests on your own.
2. You will only hand in your own original work for assessment.
3. You will note when you have used information provided by someone else by giving the person's name and where you found the information in your work (or in your portfolio).
4. You will show when you have downloaded information from the internet.
5. You will never use another's work and use it as if it were your own.
6. You will never use someone else's artwork, pictures or graphics (including graphs, spreadsheets etc.) as if they were made by you or let other students use or copy from your work and pass it off as if they had done it themselves.

All cases of suspected academic misconduct will be fully investigated by the institution.

If proven disciplinary action will be taken. The outcome will depend on the severity of the offense. The member of staff who has looked into what you have done will decide how serious the case is at first and will then consult senior colleagues. The claims against your wrongdoing will be written down so that you know the case you have to answer.

The institution classes some academic misconduct as gross and deals with it more severely.

The following section gives information on this classification, together with guidance on the actions the institution will take.

Cases of Academic Misconduct include:

- Cheating during tests
- Copying from books without acknowledgement of the author
- Limited plagiarism from professional work (not course books).
- Limited copying of other candidates work, or excessive help within one piece of work
- Limited downloading of information from the internet or the use of model answers downloaded from the internet
- Repeated minor cases
- In the situation where the assessed work contributes to final grade

Cheating and Plagiarism: Cheating is the actual or attempted practice of fraudulent or deceptive acts for the purpose of improving one's grade or obtaining course credit; such acts also include assisting another student to do so. Typically, such acts occur in relation to examinations. However, it is the intent of this definition that the term 'cheating' not be limited to examination situations only, but that it include any and all actions by a student that are intended to gain an unearned academic advantage by fraudulent or deceptive means. Plagiarism is a specific form of cheating which consists of the misuse of the published and/or unpublished works of others by misrepresenting the material (i.e., their intellectual property) so used as one's own work. Penalties for cheating and plagiarism range from a 0 points or F mark on a particular assignment, through an F mark for the course, to expulsion from the institution.

Types of actions defined as plagiarism:

- Using a direct quote from a source and not using quotation marks, in-text citation, and reference.
- Paraphrasing a source and not using in-text citation and reference
- Sharing your assignments or exams with other students.
- Citing a source with fake bibliographical information.
- Writing a paper for another student.
- Submitting a paper, assignment, test or exam that you submitted in a previous and/or concurrent class without requesting and receiving in writing prior permission from your instructor(s).
- Copying an image, audio, video, spreadsheet, PowerPoint presentation, etc., without proper citation and reference.

The institution may take the following action:

- What you have done will be discussed with you in a private conversation
- Your mark or assessment grade will be reduced or you will have work returned to re-do and hand in for remarking or you will be awarded zero point or F mark, depending on how serious the misconduct appears to the institution
- You may not be allowed to take the course/test again
- You will be given a warning about how you must act in the future

Cases of Gross Misconduct include:

- Extensive copying of textbooks in one piece of work or limited copying in two or more pieces of work which makes a significant contribution to the work/s.
- Extensive plagiarism of professional works (more than 100 words)
- Buying, selling or stealing of work
- Repeated evidence of extensive use of information from the internet without acknowledgement or using model internet answers
- Using past candidates' work from previous years.
- Undue help from outside the institution
- Repeated cases of misconduct

The Institution may take any of the following actions:

- Zero points in the test/course are given or the assessed work is not awarded a grade
- You are not allowed to re-sit the exam or test, or you are not allowed to re-do the piece of assessed work
- You are disqualified from your course
- You are excluded from the institution

In all cases, a note will be made on your record of the allegation, the outcome and any penalty you are given. You need to know that this information may be used by the institution if it is asked to provide a reference for you.

Policy on Equity and Inclusion

EDU Effective is committed to the premise that to truly prepare students for life and work in an increasingly diverse society, postsecondary institutions must embrace diversity and equity within constitutional and legal parameters, commit to improving academic achievement for all students, create an inclusive environment, and produce culturally competent graduates.

Guiding principles:

The vision and guiding principles of this policy address the needs of and support the success of all EDU Effective community members by promoting an institutional climate of equity and inclusion.

The following principles shape the priorities that guide decisions about the promotion of diversity, equity, and inclusion:

- The recognition of diversity as a vital component of educational and economic development.
- An affirmation of the long-standing commitment to the enrollment and success of students who have not traditionally had access to higher education opportunities.
- The challenging of stereotypes and the promotion of awareness and inclusion.
- Support for community engagement, civic responsibility, and service that advance the interests of a global, diverse institution community.
- Increased success for all students by enhancing rates of retention, persistence, and graduation for the total student population, regardless of location or background.
- The nurturing, training, and education of students with the ability to interact effectively with people of different cultures (i.e., cultural competence.)
- The preparation of graduates who are diverse, culturally competent, and highly educated to compete in a global economy.

Focus Areas: this policy identifies 3 focus areas:

1. **Opportunity** = Recruitment and Enrollment of Diverse Students
2. **Success** = Student Success
3. **Impact** = Goals



Strategies:

EDU Effective has identified strategies designed to increase student success across all student populations. Strategies include:

- Success practices.
- Individual advising.
- Alert system for student activity.
- Hiring and promotion processes that support a global faculty.
- Commitment to continuous improvement around cultural competency.

EDU Effective commits to identifying and implementing strategies to promote equity and inclusion, and to monitor the community environment in order to resolve equity and inclusion issues. These strategies include:

- Grievance policies by which all community members may address and resolve equity and inclusion issues on a timely and fair basis.
- Staff hiring and development plans that support equity and inclusion.
- Opportunities for students, faculty and staff to participate in co-curricular activities on an inclusive and equal basis.

Reasonable Accommodation Process

It is the students' responsibility to identify themselves to the institution as having a disability and to submit any required documentation prior to engaging in any activity for which accommodation is being requested. Since the documentation and review process may take some time, currently diagnosed students should submit any requests for reasonable accommodation as soon as they apply for enrollment.

Reasonable Accommodations

This institution complies with state and local requirements regarding students with disabilities. Accommodations will be provided to qualified students with disabilities in compliance with applicable regulations. A request for accommodation will be considered if the request: is based on documentation; does not compromise essential requirements of a course or short courses; and does not impose a financial or administrative burden upon EDU Effective beyond that which is deemed reasonable.

The essential requirements of the course need not be modified to accommodate an individual with a disability. Students whose accommodation requests are denied will not be discriminated or retaliated against if they appeal the decision.

Student Complaint and Grievance Policy

In case of a student grievance concerning unfair treatment in course of their studies, the student needs to follow this procedure:

1. Before making a formal complaint pursuing the Student Complaint and Grievance Procedure, the student should at first make an effort to discuss the issue with the individuals involved in the complaint.
2. Students should present the complaint for resolution in writing within 45 days of the incident prompting the complaint.
3. Faculty, administrators, and staff should respond promptly and address the issues and questions brought to their attention.
4. Students are also advised to contact the student advisor to clarify the problem and consult the matter. The student advisor may consult the matter with both parties but has no authority to determine the final resolution to the problem.
5. Should the effort to resolve the situation directly with the persons involved or a mediation of a student advisor be unsuccessful, the student should follow the steps of the formal complaint process as described below.
6. The student advisor may advance the written complaint about a faculty member, administrator or staff member to the appropriate EDU Effective official.
7. At this stage, the written complaint needs to include information on the nature of the complaint and all supporting documentation.
8. The EDU Effective official may attempt to mediate the dispute and seek an informal resolution satisfactory to all parties.
9. In case any of the parties is dissatisfied with the resolution proposed by the EDU Effective official, the complaint is escalated to the EDU Effective CEO, who may appoint a third party to hear both sides of the dispute and make a recommendation on the issue.
10. The EDU Effective CEO will forward a decision in writing to the student within 45 days of receipt of the initial complaint.
11. The decision of EDU Effective CEO taking into account the recommendation of the third party is final.

Copyright Policy

Copyright laws and fair use policies protect the rights of those who have produced the material. The copies in your course have been provided for private study, scholarship, or research. Other uses may require permission from the copyright holder. The user of this work is responsible for adhering to copyright laws.

Course content in the LMS contains material protected by copyrights held by the instructor, other individuals or EDU Effective. Such material is used for educational purposes in accord with copyright law and/or with permission given by the owners of the original material. Course materials may be downloaded for non-commercial, personal, or educational purposes only, provided that you (1) do not modify it, (2) use it only for the duration of the course, and (3) include both this notice and any copyright notice originally included with the material. Beyond this use, no material from the course web site may be copied, reproduced, re-published, uploaded, posted, transmitted, or distributed in any way without the permission of the original copyright holder. The instructor assumes no responsibility for individuals who improperly use copyrighted material placed on the web site.

Financial Information and Fees

It is a mission of EDU Effective to provide affordable professional education to students from diverse social and cultural backgrounds. Therefore the tuition is kept at the lowest level possible.

Moreover, students have opportunities to apply for scholarships granted to excellent students and/or help EDU Effective donate part of the tuition to a charity or to our scholarship fund.

You can find the current information on tuition on our website [here](#) (CZ/SK version [here](#)), and information regarding scholarships and charity donations on our website [here](#) (CZ/SK version [here](#)).

Included in the tuition:

- Electronic lectures and videos,
- E-library,
- E-tests,
- Student Support throughout the study,
- Electronic version of professional certificates (diploma etc.) upon successful completion of a course.

Tuition Refund Policy

Students who unsubscribe or leave the course do not have to pay the remaining balance of their tuition. Students who remain in their course beyond the course withdrawal deadline of initial 14 days are not eligible for a refund of the tuition. The tuition is only refundable in instances where the EDU Effective has canceled a student's course or if the student's work was not assessed at all during the course.

Students who stay out of the course are not eligible for a refund. The tuition is refundable only in cases where the EDU Effective canceled the course or in case that student wishes to cancel their study within 14 days upon registering; the total cost they paid will be refunded in such case.



Students are responsible for payment of the full amount of the tuition and fees charged by EDU Effective. Students are aware of the fact that EDU Effective does not participate in program/s of federal or state financial assistance to students.

Students understand that tuition charges are for the right to study in the course in which they are enrolled and are in no way contingent upon the student's satisfactory progress, personal satisfaction, or placement upon graduation.

In case the course fee is not settled within the agreed period, EDU Effective is entitled to charge interest on late payment of 0.05 % for each day and to limit access of a student to the student system and / or other components of the EDU Effective course until the due fee is settled.

Termination Policy

EDU Effective is entitled to terminate a student's study in the event that the student fails to make timely payments or in the event that a student materially violates any provisions of the Enrollment Agreement. Any such termination shall be in writing by EDU Effective (including e-mail). Students shall not be entitled to any tuition refund in whole or in part if the Enrollment Agreement is terminated by reason of student's default or material breach of any provisions of the Enrollment Agreement.

Solicitation

Solicitation is prohibited at all times. Solicitation from students towards EDU Effective staff or faculty. Solicitation on the web, or by contacting other students, faculty, or staff via any means of communication is prohibited.

Harassment, Discrimination, and Retaliation

EDU Effective is committed to providing an environment that is free of all forms of unlawful harassment and discrimination. In keeping with this commitment, we maintain a strict policy prohibiting all forms of unlawful harassment and discrimination in interactions that take place in the institution environment, whether physical or virtual.

This policy against harassment, discrimination, and retaliation relates to instances of non-sexual harassment or discrimination only and should not be solely relied upon for addressing harassment or discrimination that denies or limits on the basis of gender, an employee's ability to provide aid, benefits, or services to students, or a student's ability to participate in or benefit from EDU Effective courses.

Discrimination is any treatment – including harassment – on the basis of a protected characteristic. The institution does not engage in and will not tolerate harassment or discrimination based on gender, sexual preference, race, ethnicity, religion, nation of origin, age, marital status, veteran status, disability, or any other characteristics protected by applicable federal, state or local law. If you experience, observe, or become aware of behavior that you believe to be harassing or discriminatory in nature, or that is



inappropriate or offensive, you are strongly encouraged to report the behavior immediately to the appropriate authority.

Persons reporting incidents of harassment, discrimination, or retaliation may be concerned about the confidentiality of information they are sharing. The right to confidentiality, both of the complainant and the accused, will be respected to the extent possible insofar as it does not interfere with the institution's legal obligations or ability to investigate or to take corrective action when it is found that misconduct has occurred. It is our policy to promptly and equitably investigate any report of harassment, discrimination or retaliation.

Appropriate action will be taken against any individual who violates this policy. Harassment or discrimination by any student to another student or an institution faculty or staff member will result in disciplinary action up to and including expulsion. Harassment or discrimination by an institution faculty or staff member to another employee or student will result in disciplinary action up to and including termination. In addition, any individual who engages in conduct prohibited by this policy may be personally liable in legal action brought against them.

Cyber-Harassment Policy

The institution is committed to providing a safe, positive learning environment for students, faculty and administrators. The institution believes that preventing cyberstalking and cyber-harassment is critical to creating and maintaining a safe and secure culture, which supports professional education and achievement.

Cyber-harassment can create an atmosphere of fear and intimidation, which may lead to more serious violence. Cyberstalking and cyber-harassment are prohibited at the institution. Cyberstalking is threatening behavior or unwanted advances directed at another using the Internet and other forms of online and computer communications.