

## Education Partner Handbook

### SPC Mission and Vision

#### MISSION STATEMENT

The mission of St. Petersburg College is to empower our students and community to achieve success and economic mobility through academic excellence and engagement.

#### VISION STATEMENT

A premier college enriching and strengthening lives through a community of care.



[Click here](#) for full statement and strategic plan.

## Education Partner Handbook

Welcome to a partnership with St. Petersburg College (SPC). We are very happy to be working with you to help serve international students that want to study in Florida.

[St Petersburg College \(SPC\)](#) is an [award winning institution](#) in a fantastic and economically robust location, St. Petersburg Florida. SPC offers clear and multiple pathways for international students – from Intensive English through Bachelor Degrees. International students can choose from many degree options including two-year transfer plans to top US Universities. [Click here to view degree options](#). In addition to great academic programs SPC offers [affordable tuition](#), strong [student support services focused on academic and career success](#), an [active student life](#), and wide variety of [community engagement opportunities](#) to enhance the experience of studying in the USA!

St. Petersburg College [International Student Services](#) is designed to give international students a supportive environment to successfully complete their academic studies while also experiencing American culture.

This handbook details our program and the services you are providing to students in their home country as they prepare to study abroad.

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### 1. Program Description and Deadlines:

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- 1.1 St. Petersburg College degree programs are offered at Associate and Baccalaureate levels.
- 1.2 Any international student with a high school diploma or equivalency may apply for the Associate level programs. The Associate in Arts (AA) is a two-year degree that prepares students for bachelor's degrees at SPC or state universities in Florida. Transfer to universities out of state is also possible. The two-year Associate in Science (AS) Degrees are a great way to get into a career or transfer to one of SPC's bachelor's degrees.
- 1.3 Any international student with an Associate level degree or equivalency may be able to apply for the Baccalaureate programs, depending on discipline of the Associate degree.
- 1.4 SPC has three semesters: Fall, Spring, and Summer. To satisfy immigration and admissions requirements, international students should apply by the months listed below:
  - Fall (August-December) – June
  - Spring (January-May) – October
  - Summer (May-July) – March
- 1.5 SPC will make a good faith effort to consider and review student applications up until the start of each term. However, we strongly advise all applicants to submit their applications by the deadline to ensure they are processed for the next term start.
- 1.6 SPC has [10 campuses and centers throughout Pinellas County](#). The campus the student will consider their 'home' campus may depend on the degree program in which student is applying. The student may take classes on more than one campus.
- 1.7 All students will take a Florida standardized placement test to assess their level of English proficiency and math. This test can be taken online or in person. SPC does not accept TOEFL, IELTS or other external English proficiency test scores.

**2. Application:** More information can also be found in our online [International Student Guide](#)

- 2.1 The steps for applying to SPC is listed on our website: <https://www.spcollege.edu/future-students/admissions/international-students/study-in-us>
- 2.2. The International Student Application is an online application located on the above SPC website. Here is the direct link: <https://webapps.spcollege.edu/survey/18027>
- 2.3. After an application is submitted, an SPC email account will be assigned to each new student applicant. All communications regarding admissions will take place through this account.
- 2.4. The student will need to submit a [Release of Information Consent Form](#) if he/she would like the Education Partner copied on email communications and to be able to help ask questions of SPC. This form must be completed by the student and must be returned directly to [Internationaladmissions@spcollege.edu](mailto:Internationaladmissions@spcollege.edu) as an attachment from the student's own email.

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### 3. **Housing Options:**

3.1 St. Petersburg College does not provide housing. All students must arrange for their own housing. SPC offers information about housing resources on the International Programs website:

<https://blog.spcollege.edu/international/housing-for-international-students/>

### 4. **Degree Options:**

4.2. SPC has [many degree options](#) for international students. There are both two-year Associate degrees as well as four-year Bachelor degrees.

### 5. **Florida's 2+2 System**

5.2. SPC offers a two year "[University Transfer](#)" degree (AA). Students can take the first two years of a bachelor's degree at SPC, then transfer to a Florida university to finish their bachelor's degree. Once a student has earned an AA from SPC, he/she is guaranteed admission as a junior to one of the state's public universities to pursue a Bachelor of Arts or certain Bachelor of Science degrees.

5.3. The student must first meet all the application requirements of the university to be fully admitted.

5.4. SPC has special direct articulation agreements with University of South Florida ([FUSE](#)) and Florida A&M University ([IGNITE](#)).

### 6. **Partner Roles and Responsibilities:**

6.2. Assign a designated contact to communicate with and assist the SPC Director of International Programs or other designated contact in coordinating the logistics necessary for successful student registration and program implementation. All communication including questions, concerns, or issues must be directed to the Director or other designated contact and **not** to Program instructors.

6.3. Market the Program through the Partner's website, catalog, and any other means through which the Partner markets their US study abroad programs. Obtain approval from SPC for all promotional items that describe the Program contained in this agreement, including text, logos, and pictures.

6.4. Follow NAFSA: Association of International Educators (NAFSA) [statement of ethical principles](#) as outlined in Attachment A of this handbook.

6.5 Follow the National Association for College Admission Counseling (NACAC) [Guide to Ethical Practice in College Admission](#)

6.5. Disseminate information to potential students that are still in the inquiry stage of picking a Degree program.

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- 6.6. Recommend only students who appear to be academically and financially qualified for the Degree program.
- 6.7. Assist students in completing the online [International Student Application](#) and explain the additional documents required with the application.
- 6.8. The additional application documents are listed below and on the [Main International Students webpage](#).
  - 6.8.1. [Statement of Financial Ability](#) form
  - 6.8.2. Bank statement or bank letter - no more than three month's old
  - 6.8.3. [Release of Information Consent Form](#) (if student requests this level of support from Education Partner)
  - 6.8.4. Transcripts Translated and Evaluated by a member organization of [National Association of Credential Evaluation Services \(NACES\)](#)
- 6.9. Inform students that they must start on a published start date.
- 6.10. Help students collect required documents, understand payment of tuition and fees every semester, and submit documents and fees to SPC.
- 6.11. Explain to potential students SPC's health insurance requirements, as outlined on the [SPC International Student website](#), and the ways for acquiring such insurance.
- 6.12. Help students to select a health insurance plan and guide them in how to purchase the plan.
- 6.13. The student should not actually purchase their selected health insurance plan until after arriving in Florida and meeting with an SPC Designated School Official.
- 6.14. Ensure each student (or parent or legal guardian if the student is a minor) is familiar with all Program details including the cancellation and refund policy, as printed below in this handbook.
- 6.15. Work with SPC to assist in the resolution of any student issues that may arise.
- 6.16. Inform the student about the English/Math Placement Test they will take online before departure or in-person upon checking in at SPC.
- 6.17. Inform students about attending the required New International Student Orientation (NISO). Information about NISO's dates and locations will be sent to student before the start of each semester.

### **7. SPC Roles and Responsibilities:**

- 7.1 Assign one or more employee (s) to serve as direct point(s) of contact with Partner.
- 7.2. Provide current information on application process on the SPC website and in this Education Partner Handbook.
- 7.3. Provide I-20s for all students requiring an F-1 visa upon receipt of complete and accurate applications and all necessary documents.

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- 7.4. Enroll students in the academic courses and activities required for the Program.
- 7.5. Ensure that all courses and learning activities are delivered as outlined on the degree program website.
- 7.6. Provide trained and experienced faculty to teach all courses.
- 7.7. Provide digital pictures of our facility, the use of our logo (subject to SPC requirements for the use of such logo), and promotional copy for flyers printed and distributed by Partner.
- 7.8. Review and approve the use of SPC promotional materials as positioned within Partner's website, flyers, and other marketing channels.
- 7.9. Pay service fee as outlined in the contract. For clarification, the contract is an agreement for a one-time fee for the services partner provides to a particular student enrolling at SPC, as outlined in the contract. It is not a re-occurring payment nor a commission payment.

### 8. **Cancellation and Refund Policy**

- 8.1 For complete SPC refund policy which is also detailed below, see <https://www.spcollege.edu/financial-aid/receiving-financial-aid/spc-tuition-refunds>
- 8.2 To receive a 100 percent refund of the refundable fees, student must drop from a course or all courses before the [Last Day to Drop with a Refund](#).
- 8.3 If student withdraws from a class after the Last Day to Drop with a Refund but before the [Withdrawal deadline](#), student will receive a grade of "W" and will not be entitled to a refund of fees. If student withdraws from a course after the Withdrawal deadline, student will be issued a grade of "WF" and a refund will not be granted.
- 8.4 Refund policies are established by and subject to change by the Florida State Legislature.
- 8.5 In the event of a hurricane, a natural disaster, or a catastrophic event which results in the cancellation of courses, SPC will not be responsible for making up lost hours due to the time constraints of the degree program. Money will not be refunded due to time lost.

### 9. **US Family Educational Rights and Privacy Act (FERPA)**

- 9.1 SPC and Partner agree to comply with the [Family Educational Rights and Privacy Act](#) ("FERPA"), 20 U.S.C. s. 1232g, and its state counterpart, Section 1002.225, Florida Statutes, as these laws relate to the protection of information deemed student educational records.
- 9.2 A signed [Release of Information Consent Form](#) will need to be on file with SPC in order for the college to release any information to the Education Partner.



# ST. PETERSBURG COLLEGE

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### 10. Term Start Dates

10.1 [Click here](#) for complete academic calendar with semester start dates

<u>Semester</u>	<u>Months</u>
Spring	January - May
Summer	May - July
Fall	August - December

10.2 [Click here](#) for exact date for application deadlines

<u>Semester</u>	<u>Month</u>
Spring	October
Summer	March
Fall	June

### 11. Contact Information for St. Petersburg College

<b>Name</b>	Frank Jurkovic	
<b>Title</b>	Director, International Programs	
<b>Address</b>	6605 5 <sup>th</sup> Ave. North St. Petersburg, Florida 33710	
<b>Phone</b>	727-341-4732	
<b>Email</b>	Jurkovic.frank@spcollege.edu	

### Attachment A – NAFSA Statement of Ethical Principles

## NAFSA’S STATEMENT OF ETHICAL PRINCIPLES

The association provides a statement of ethical principles to guide both international educators and participants in international education and exchange



### The Role Of Ethics In International Education

Our contemporary world is marked by contrasts of both increasing globalization, and a backlash to contemporary globalizing trends. In these times, knowledge and awareness of other peoples, countries, cultures, and beliefs is of utmost importance. The acquisition of this knowledge requires open educational exchange that occurs under the highest of ethical principles and values. Ethical international educators provide such programs and services with the highest level of integrity and responsibility. To accomplish this goal, we attend carefully and actively to the ethical obligations that emerge from our relationships with students, scholars, institutions, international partners, and other stakeholders.

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### NAFSA'S STATEMENT OF ETHICAL PRINCIPLES

**EDUCATIONAL SUCCESS** We are committed to the well-being, safety, security, and success of students, staff, faculty, and scholars. This is why we exist as international educators.

**INTEGRITY** We work with others honestly and fairly, abide by our commitments, and always act in a manner that merits trust and confidence.

**COMPLIANCE WITH THE LAW** We respect the rule of law. We follow applicable laws and regulations, respect international law, and carefully and reflectively advise and protect students and scholars regarding those laws and regulations. We will seek out appropriate guidance and advice when regulations appear contradictory, ambiguous, or confusing.

**ACCOUNTABILITY** We are accountable to each other, to our institutions, and to the association. We are responsible for our actions and for our decisions not to act.

**QUALITY** We seek out and adopt exemplary practices and continuously evaluate, review, and strive to improve our work to achieve its highest quality.

**EXCELLENCE** We seek out and acquire the training and knowledge necessary to sustain excellence in our professional practice. Our commitment to professional excellence will extend to exercising thorough oversight of external programs and placements.

**DIVERSITY, EQUITY, & INCLUSION** We acknowledge that we represent diverse institutions, backgrounds, cultures, and perspectives. We will respect every individual and treat them equitably. We commit to creating an inclusive learning and working environment.

**TRANSPARENCY** We demonstrate the appropriate level of transparency in dealings with individuals and organizations, always keeping the welfare of students foremost, and disclosing any potential conflicts of interest. We will provide faculty, staff, students, and scholars with the information they need to make informed decisions about program participation and to facilitate their adjustment to the locales and cultures where they will study or work.

**ACCESS** In planning, developing, pricing, and implementing our programs we strive to ensure that they are accessible to all qualified individuals, doing our utmost to guarantee that international education is available to all who desire it and can benefit from it.

**SUSTAINABILITY** As international educators, we are committed to proactively developing, supporting, and integrating sustainable practices into our work. We accept the shared responsibility to protect, preserve, and wherever possible, improve our environment by integrating this commitment into our programming, teaching, research, scholarship and other practices.

**RESPONSIVENESS** We maintain open and readily accessible communication with individuals in our programs and services and with our institutional partners. This includes providing students with the appropriate level of support based on age, experience, language ability, and placement.

Therefore, holding these principles constantly in mind, we will work to extend and improve international education in all its forms and at all levels, including advocating for programs, policies, regulations, and laws that reflect these principles. We will seek out appropriate guidance and advice when regulations appear contradictory, ambiguous, or confusing. Additionally, we will work aggressively for the realization of these principles in our personal and professional conduct, throughout our institutions, and in organizations with which we affiliate

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