

Refund Policy (Membership renewal, www.csiet.org)

All requests for refunds MUST be submitted in writing to the CSIET Office. Telephone requests WILL NOT be honored. Written requests for refunds will be processed as follows:

- Received by August 1– Full refund, less a \$75 per person administrative fee
- Received by September 1 – 50% refund, less a \$75 per person administrative fee
- Received by October 1 – 25% refund, less a \$75 per person administrative fee
- Received after November 1 – No Refunds

Written requests via e-mail may be submitted to:

cpage@csiet.org

Written requests via mail may be submitted to:

CSIET

212 South Henry St.

Alexandria, Va. 22314

Written requests via fax may be faxed to:

- 703-739-9035

Refunds will be issued approximately 4-6 weeks after date of request.

Terms and Conditions (Membership renewal, www.csiet.org)

CSIET membership *does not* denote acceptance for listing in the Advisory List. Non-listed CSIET members may not promote themselves as being CSIET-listed, nor may they use the CSIET listing logo in promotional materials or on their websites. If a non-listed exchange program that is a CSIET member chooses to publicize its membership, it must always state that it is a **Non-Listed Member of CSIET**. This applies to websites, correspondence, program materials, and any other communication with schools, students, host families, athletic associations, or other interested parties. The CSIET Board of Directors has approved this policy and reserves the right to revoke membership if a program or organization claims listing status when such status has not been approved by CSIET.

Membership Categories: CSIET membership is open to several different types of organizations as well as to interested individuals.

Associate Membership: Overseas organizations and individuals are eligible for Associate Membership. Associate Members are entitled to all of the basic benefits of membership. The number of copies of the Advisory List provided varies for the different types of Associate Members.

Voting Membership: U.S.-based international youth exchange organizations, educational organizations, schools, and school districts are eligible for Voting Membership. In addition to the basic benefits of membership,

Voting Members are entitled to the following benefits:

- **Voting Rights**

Vote on issues relevant to CSIET operations and policy; the individual designated as the primary contact on the CSIET membership application may vote at the CSIET Annual Meeting.

- **Eligibility to serve on the Board of Directors**

Direct and monitor the future undertakings of CSIET as a member of the CSIET Board of Directors.

Online Privacy Policy Agreement

The Council on Standards for International Educational Travel, (CSIET), is committed to keeping any and all personal information collected of those individuals that visit our website and make use of our online facilities and services accurate, confidential, secure and private. Our privacy policy has been designed and created to ensure those affiliated with of our commitment and realization of our obligation not only to meet but to exceed most existing privacy standards.

THEREFORE, this Privacy Policy Agreement shall apply to The Council on Standards for International Educational Travel, and thus it shall govern any and all data collection and usage thereof. Through the use of www.csiet.org you are herein consenting to the following data procedures expressed within this agreement.

Collection of Information

This website collects various types of information, such as:

- Voluntarily provided information which may include your name, address, email address, billing and/or credit card information etc., which may be used when you purchase products and/or services and to deliver the services you have requested.
- Information automatically collected when visiting our website, which may include cookies, third party tracking technologies and server logs.

Please rest assured that this site shall only collect personal information that you knowingly and willingly provide by way of surveys, completed membership forms, and emails. It is the intent of this site to use personal information only for the purpose for which it was requested and any additional uses specifically provided on this site.

It is even possible that we may gather information about your computer hardware and/or software. Such collected information may include, but may not be limited to, your IP address, browser type, domain name, access time and various website addresses. The gathering and use of this information may be utilized for maintaining the quality of service we provide, as well as providing overall general statistics related to the use of our website and others.

It is highly recommended and suggested that you review the privacy policies and statements of any website you choose to use or frequent as a means to better understand the way in which other websites garner, make use of and share information collected.

Use of Information Collected

The Council on Standards for International Educational Travel may collect and may make use of personal information to assist in the operation of our website and to ensure delivery of the services you need and request. At times, we may find it necessary to use personally identifiable information meant to inform you of other possible products and/or services that may be available to you from www.csiet.org. The Council on Standards for International Educational Travel may also be in contact with you with regards to completing surveys and/or research questionnaires related to your opinion of current or possible new services that are offered or may be offered. The Council on Standards For International Educational Travel does not now, nor will it in the future, sell, rent or lease any of its customer lists and/or names to any third parties.

The Council on Standards for International Educational Travel may deem it necessary to follow websites and/or pages that their users may frequent in an effort to glean what types of services and/or products may be the most popular to customers or the general public. The Council on Standards for International Educational Travel may disclose your personal information, without prior notice to you, only if required to do so pursuant to applicable laws and/or in a good faith belief that such action is deemed necessary or required to:

- Conform to decrees, laws and/or statutes or in an effort to comply with any process which may be served upon The Council on Standards for International Educational Travel and/or its website;
- Safeguard and/or preserve all the rights and/or property of The Council on Standards for International Educational Travel; and
- Perform under demanding conditions in an effort to safeguard the personal safety of users of www.csiet.org and/or the general public.

Children under Age of 13

The Council on Standards for International Educational Travel does not knowingly collect personal identifiable information from children under the age of thirteen (13) without verifiable parental consent. If it is determined that such information has been inadvertently collected on anyone under the age of thirteen (13), we shall immediately take the necessary steps to ensure that such information is deleted from our system's database. Anyone under the age of thirteen (13) must seek and obtain parent or guardian permission to use this website.

Unsubscribe or Opt-Out

All users and/or visitors to our website have the option to discontinue receiving communication from us and/or reserve the right to discontinue receiving communications by way of email or newsletters. To discontinue or unsubscribe to our website please send an email that you wish to unsubscribe to Mailbox@csiet.org. If you wish to unsubscribe or opt-out from any third party websites, you must go to that specific website to unsubscribe and/or opt-out.

Links to Other Web Sites

Our website does contain links to affiliate and other websites. The Council on Standards for International Educational Travel does not claim nor accept responsibility for any privacy policies, practices and/or procedures of other such websites. Therefore, we encourage all users and visitors to be aware when they leave our website and to read the privacy statements of each and every website that collects personally identifiable information. The aforementioned Privacy Policy Agreement applies only and solely to the information collected by our website.

Security

The Council on Standards for International Educational Travel shall endeavor and shall take every precaution to maintain adequate physical, procedural and technical security with respect to its offices and information storage facilities so as to prevent any loss, misuse, unauthorized access, disclosure or modification of the user's personal information under our control.

The company also uses Secure Socket Layer (SSL) for authentication and private communications in an effort to build users' trust and confidence in the internet and website use by providing simple and secure access and communication of credit card and personal information.

Changes to Privacy Policy Agreement

The Council on Standards for International Educational Travel reserves the right to update and/or change the terms of our privacy policy, and as such we will post those change to our website homepage at www.csiet.org, so that our users and/or visitors are always aware of the type of information we collect, how it will be used, and under what circumstances, if any, we may disclose such information. If at any point in time The Council on Standards for International Educational Travel decides to make use of any personally identifiable information on file, in a manner vastly different from that which was stated when this information was initially collected, the user or users shall be promptly notified by email. Users at that time shall have the option as to whether or not to permit the use of their information in this separate manner.

Acceptance of Terms

Through the use of this website, you are hereby accepting the terms and conditions stipulated within the aforementioned Privacy Policy Agreement. If you are not in agreement with our terms and conditions, then you should refrain from further use of our sites. In addition, your continued use of our website

following the posting of any updates or changes to our terms and conditions shall mean that you are in agreement and acceptance of such changes.

How to Contact Us

If you have any questions or concerns regarding the Privacy Policy Agreement related to our website, please feel free to contact us at the following email, telephone number or mailing address.

Email: cpage@csiet.org

Telephone Number: 7037399050

Mailing Address:

The Council on Standards for International Educational Travel
212 South Henry Street
Alexandria, Virginia 22314

07/01/2015