



## Terms of Use

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- The Michigan Transfer Network is not an agent of nor does it have authority to bind any Institution of Higher Education to any obligations with you.
- The content of the pages of this website is for your general information and use only. It is subject to change without notice.
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- You agree not to use the website for any unlawful purpose and shall maintain a professional tone in all communications.
- This website includes links to other websites. These links are provided for your convenience to provide further information. They do not signify that we endorse the website(s). We have no responsibility for the content of the linked website(s).
- Your use of this website and any dispute arising out of such use of the website is subject to the laws of the State of Michigan. If

you are dissatisfied with this website or any of its respective content, your sole and exclusive remedy is to discontinue using the website.

- An intentional or unintentional waiver by the Michigan Transfer Network of any provision in these terms on one occasion will not be deemed a waiver of that provision on any subsequent occasion and a waiver of any provision shall not affect or alter the remaining provisions.
- We reserve the right to discontinue the website at any time, with or without notice to you and without liability.

## **Privacy Policy**

This privacy policy sets out how the Michigan Transfer Network uses and protects any information that you provide the Michigan Transfer Network when you use this website. The Michigan Transfer Network is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement. Michigan Transfer Network may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes.

### What we collect

We may collect the following information:

- Name
- Institution of Higher Education
- contact information including email address
- Subject and message through the contact page

### What we do with the information we gather

We require this information to understand your needs and provide you with better service, and in particular for the following reasons:

- Internal record keeping.
- We may use the information to improve our products and services.
- We may contact you to gather feedback on the site or improve the experience on the site.
- Share your message with the participating institution.

We reserve the right to terminate or suspend at our sole discretion your access to this website without prior notice or liability for any reason whatsoever, including without limitation your violation of the Terms of Use. This may include deleting your password and all related information, files and content associated with your account.

## **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorized access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

## **How we use cookies**

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyze web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences. We use traffic log cookies to identify which pages are being used. This helps us analyze data about webpage traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system. Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us. You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

### **Links to other websites**

Our website contains links to other websites of interest. Once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites, and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

### **Michigan Transfer Network Partners**

The Michigan Transfer Network was created in collaboration between the Michigan Association of State Universities, the Michigan Community College Association, and the Michigan Independent Colleges and Universities and their member institutions of higher education. These three organizations and their members primarily supply information that appears on this site and links to other websites. For additional information about the Terms of Use, please contact the Michigan Community College Association at [www.mcca.org](http://www.mcca.org) the Michigan Association of State Universities at [www.masu.org](http://www.masu.org) or the Michigan Independent Colleges and Universities at [www.micolleges.org](http://www.micolleges.org).