

Policy Number: 122.1

STUDY ABROAD PROGRAM WITHDRAWAL, REFUND, AND FEE

This policy addresses potential financial losses to the University's Study Abroad Program caused by the late withdrawal of a student. It is also designed to discourage students from withdrawing at the last minute or simply not showing up at partner institutions and embarrassing or causing undue strain on the University's international relationships. With respect to short-term faculty-led programs, the refund policy protects the programs from being cancelled at the last minute due to low enrollment.

All students who are permitted to enroll for study abroad shall be charged a single fee.^[1] Included in the single fee is a sum of \$50.00 designated as an administrative cost for processing the enrollment paperwork.

A student enrolled in a study abroad program who withdraws from the program by providing written notice 30 or more days before the program's published start date shall receive a refund of the program fees paid or a credit for program fees charged less the \$50.00 cost for processing.

Because the University must make advance financial commitments, including payments that it cannot recover to outside organizations or individuals, in support of students enrolled in study abroad programs, a student enrolled in a study abroad program who withdraws from the program by providing written notice 29 or fewer days before the program's published start date or on or after the program's published start date will not receive any refund or credit and will be charged for all fees normally charged by the University in association with the program.

The Dean of the Graduate School may, on a case-by-case basis and under extraordinary circumstances, determine that a refund of, or credit for, otherwise non-refundable program fees is in the interest of the University.

The University is not responsible refunding any money paid to any outside organization or individual. Before paying any entity outside of the University (including University-sponsored host institutions and program providers), students are advised to read and comprehend the outside entity's refund policy.

^[1] Pursuant to Board of Trustees Regulation, Section V, Administrative Affairs, Subsection J, Tuition and Mandatory Fees, Article 8.

Approved:
President
October 11, 2006

Monitor: Provost