

## **Education Abroad Withdrawal and Refund Policy**

**This policy applies to all education abroad programs, unless otherwise noted in the program materials.** Information on specific program costs is available from the online program brochure or from the International Studies Office (ISO).

### **1. STUDENT WITHDRAWAL**

**Withdrawing prior to acceptance into the program:** Students wishing to withdraw their application from being considered for nomination for international exchange, acceptance into a UVA program abroad, or approval to participate in an outside study abroad program must change their online application status to “Withdrawn” by clicking the WITHDRAW button on their application home page.

**Withdrawing after acceptance, but before committing to the program:** Students wishing to withdraw their application after having been nominated for international exchange, accepted into a UVA program abroad or approved for participation in an outside study abroad program must decline their nomination/acceptance/approval offer by clicking the DECLINE button on their application page.

**Withdrawing after having committed to participate:** If, under extenuating circumstances, a student has to withdraw from an education abroad program after having committed to participating and before the program begins, the student must complete a **Late Withdrawal Form**. The completed **Late Withdrawal Form** must be submitted to the ISO (*not* the program faculty leader). The ISO will not accept e-mail notifications or cancellations by phone. The date on which the notice is received by the ISO will be the official date of withdrawal. Students withdrawing from an outside program must also notify their program provider in accordance with the provider’s policy.

Students accept responsibility for payment by committing to a program. Students who file the **Late Withdrawal Form** will be eligible for refunds as described below. **Note:** students are responsible for fees even if, at the time of withdrawal, program and non-refundable charges, i.e. deposits and airfare, have not yet been posted to their Student Account in SIS. Students who fail to file the *Late Withdrawal Form* with the ISO will continue to be responsible for payment of the full program fees.

#### **a. Education Abroad Application Fee**

Application fees collected at the time of application are non-refundable.

When a student withdraws **prior to the program’s application deadline or, in cases of rolling admission, prior to an acceptance decision**, the application fee may be transferred to either another program for the same term OR the same program in a future term.

#### **b. Education Abroad Non-Refundable Deposit**

The Non-Refundable Deposit of \$500 is non-refundable, except for students called for active military duty.

**c. Airline Tickets**

Airfare included in the billable program cost is non-refundable, except for students called for active military duty.

**d. Tuition and Program Fees**

Refunds for UVA Exchange program tuition and fees follow the regular U.Va. Withdrawal policy (see the University Record for details).

UVA and Partner Program tuition and program fees will be refunded, less any unrecoverable funds committed on behalf of the student.

**e. Study Abroad Administrative Fee**

Study Abroad Administrative Fee is non-refundable after the payment due date, except for students called for active military duty.

**Withdrawing after the program begins:** All charges are non-refundable.

**2. STUDENT SUSPENSION and/or DISMISSAL**

No refunds and no academic credit will be given to students who are suspended and/or dismissed from the program for reasons of conduct, academic eligibility, or academic violation.

**3. CANCELLATION OF UVA PROGRAM**

**a. Cancellation due to Insufficient Enrollment**

UVA may cancel a program for insufficient enrollment. The decision to cancel a program due to insufficient enrollment will be made before program fees are charged to the students. The Education Abroad Application Fee will be refunded or transferred to an alternate program within the same term.

**b. Cancellation due to Other Reasons**

Prior to departure, programs may also be canceled for reasons other than insufficient enrollment as stated in the UVA Cancellation Policy for Education Abroad Programs.

- i. If UVA cancels a program **prior to the program start date** for reasons other than insufficient enrollment, all program fees will be refunded.
- ii. If UVA cancels a program **after the program start date**, all non-committed funds will be refunded to the student.

If it is necessary to cancel a program while in session, every effort will be made to allow students to complete the course in an alternate setting. Decisions will be made on a case by case basis depending on the specific circumstances involved.