

ATU Faculty-Led Study Abroad Program: Withdrawal and Refund Guidelines

Circumstances may change for participants throughout the study abroad process and sometimes these changes may necessitate the need for participants to withdraw from their study abroad program. If a participant needs to withdraw after having committed to a program, **the steps below MUST be followed:**

1. Review the **Withdrawal Guidelines** below and **understand the financial ramifications.**
2. Contact the [study abroad program director](#) to discuss the intent to withdraw.
3. Submit a **Withdrawal Request.**
4. The Study Abroad Office will acknowledge the receipt of submitted requests and will process the withdrawal once it is approved.
5. **PLEASE NOTE:** The withdrawal is NOT official until a notification is sent to the participant from the Study Abroad Office.

Withdrawal Guidelines

After confirming participation and making the first payment toward the study abroad program, all participants are subject to a \$200 withdrawal fee if they withdraw from their faculty-led study abroad program before or during the program regardless of reason given. In addition, all participants are responsible for any non-recoverable program expenses incurred by the University at the time of withdrawal. Non-recoverable program expenses are costs that are incurred before the program begins based on the estimated or, in some cases, exact number of participants. Some examples of non-recoverable costs include, but are not limited to housing, transportation, non-refundable deposits, activity fees, honoraria, and guest lecture fees. Therefore, it is not possible for payments or charges to be refunded in-full if a participant chooses to withdraw from a program. Withdrawal consequences are dependent on participants' particular study abroad program and withdrawal date.

Withdrawals Prior to the Beginning of a Program

Participants are responsible for all non-recoverable costs incurred by the University on their behalf after confirming to and prior to participating in a program. The likelihood of incurring such costs increases as the departure date approaches. The nature and amount of these costs will vary according to the program.

Withdrawals from Program Sites

Written permission is required for formal withdrawal from a study abroad program once participants have arrived on site. Participants must submit their reason for withdrawal, in writing, to the ATU Study Abroad director. Withdrawals are granted only for emergencies, serious illness, or compelling personal or academic reasons that the participant may have been unaware of prior to departure. Withdrawals are effective only when approved, in writing, by the ATU Study Abroad program director in consultation with other relevant ATU staff. Participants are responsible for their safety and any expenses related to the decision to withdraw from the program.

Cancellation/Termination of Programs

The University's first priority is the safety and well-being of its students. In the unlikely event that a program must be canceled or shortened due to unforeseen conditions or international emergencies, ATU will provide assistance to participants in their departure from the study abroad site. Logistical arrangements will be made as appropriate. No withdrawal fees as described above will be charged to the participants.

Dismissals for Disciplinary and Behavioral Reasons

Participants may be dismissed at any time from study abroad programs at the University's discretion for disciplinary or behavioral reasons or for other violations of University policy. Such situations will be handled on a case-by-case basis in coordination with the University's Department of Student Conduct. If a student is dismissed from a program, he/she may be liable for withdrawal fees and all non-recoverable costs incurred by the University, at the University's discretion.

Trip Cancellation Insurance

ATU's Study Abroad Office enrolls all study abroad participants in a travel health insurance. However, we recommend that participants explore the option to purchase trip cancellation insurance, which may provide added protection to unanticipated expenses due to trip cancellation, trip delay, trip interruption, and more.

These benefits may require students to enroll within a specific time frame after paying a program confirmation fee.

These benefits are not a requirement to participate in any Arkansas Tech University study abroad programs. It is the participants' responsibility to understand policy coverage and enroll if they choose to safeguard against losses or penalties should a program be cancelled or dates changed, or if the participant decides to withdraw.

My signature below verifies that I have read, and that I understand and agree to the ATU Study Abroad Faculty-Led: Withdrawal and Refund Guidelines.

Name (Print)

Signature

Date

Faculty-Led Program Withdrawal Request for _____ (Study Abroad Program Name)

Applicant Information

Name (Last, first, middle initial)

Date

T-Number

Email address

Primary phone number

Cancellation & Refund Guidelines

If a participant withdraws from the program after the faculty-led program application deadline, s/he will be liable for the withdrawal guidelines outlined in the Withdrawal and Refund Guidelines.

- I understand that it is my responsibility to notify the faculty leader of the withdrawal and submit this form to the Study Abroad director.
- I understand that my withdrawal may affect my financial aid for the study abroad term, as determined by Financial Aid, including any scholarships awarded specifically for the study abroad experience
- I understand that if I hold an F1 or J1 visa, withdrawing or dropping below full-time enrollment status may have serious immigration consequences and that I will contact ATU's International Students and Scholar Services for more information.

I HAVE READ AND I UNDERSTAND THESE STUDY ABROAD WITHDRAWAL AND REFUND GUIDELINES. IT IS MY RESPONSIBILITY TO MAKE THE CONTENTS OF THESE GUIDELINES KNOWN TO THOSE WHO HAVE ANY FINANCIAL RESPONSIBILITY FOR OR ARE OTHERWISE FINANCIALLY INVOLVED IN ANY STUDY ABROAD PROGRAM PAYMENTS (e.g. parents, relatives, financial institutions). I ACKNOWLEDGE THAT I AM SUBJECT TO THE TERMS OUTLINED ABOVE.

Student Name: _____ Date _____
First Middle Initial Last