

## UA Study Abroad Withdrawal Policy: Faculty-Led & Internship Programs

### WITHDRAWAL FROM A FACULTY-LED OR INTERNSHIP PROGRAM

To withdraw from a study abroad program, you must notify your UA Study Abroad Coordinator AND complete and submit the online [Study Abroad Withdrawal Form](#). *Withdrawals are only considered official upon receipt of this form.*

To participate in a Faculty-Led or Internship program, each applicant is required to pay the following:

- ▶ UA Study Abroad Application Fee
- ▶ Study Abroad Program Cost
- ▶ Mandatory International Health Insurance

**UA Study Abroad cannot guarantee that any portion of the fees owed or submitted will be removed or refunded if you withdraw from the program for any reason.** In many cases UA Study Abroad is required to make payments on behalf of program participants well in advance of the program start date and before program costs are charged to UA student accounts. Withdrawal consequences are dependent on your particular study abroad program and withdrawal date. **Students that participate in Internship Programs are ALSO responsible for understanding the withdrawal policy, procedure, timeline, and applicable cancellation fees specified by their Internship Program provider, which may be in addition to the UA costs outlined below.**

### Commit to Program Form

For ALL study abroad programs, the completion of a Commit to Program Form in your UAstudy application serves as your official commitment to participate in a UA Study Abroad Program.

### FACULTY-LED AND INTERNSHIP PROGRAMS: IMPORTANT DATES AND DEADLINES

- ▶ Committed students that withdraw on or after the 50% Liable date and before the 100% Liable date are responsible for **50% of the Study Abroad Program Cost** (not applicable to Global Bridge).
- ▶ Committed students that withdraw on or after 100% Liable date and before the Final Withdrawal Deadline are responsible for **100% of the Study Abroad Program Cost**.
- ▶ Committed students that withdraw on or after the Final Withdrawal Deadline are responsible for ALL program charges, which include the **Study Abroad Program Cost and Mandatory International Health Insurance**.

Study Abroad Term or Program	Application Deadline	Commitment Deadline	50% Liable for Study Abroad Program Cost	100% Liable for Study Abroad Program Cost	Final Withdrawal Deadline
Summer	2/25	3/10	3/10	4/10	5/10
Global Bridge	4/24	5/1	N/A	5/8	5/10
MENAS Programs	Varies	4/25	N/A	4/25	5/10
Fall/Academic Year	4/25	5/15	5/15	7/1	8/10
First-Year Honors Trips	10/1	11/1	1/15	4/10	5/10
Winter	10/5	10/15	10/15	11/1	12/10
Spring/Calendar Year	10/25	11/15	11/15	12/1	1/10
Spring Break	12/1	12/1	12/1	1/1	1/10



**No refunds of program costs will be issued for withdrawals that occur after the Final Withdrawal Deadline.** Additionally, students who withdraw from a Faculty-Led or Internship program may also be subject to cancellation fees based on financial commitments made to the partner university. **UA Study Abroad assumes no responsibility for partner university fees incurred as a result of student withdrawal.**

**The application fee is NON-REFUNDABLE except where UA Study Abroad cancels the entire program.** If UA Study Abroad cancels the program, UA Study Abroad will assist the student in finding an alternative program within the same term or subsequent term. If no alternative program is available or the student does not wish to switch programs, UA Study Abroad will refund the application fee in full.

UA Study Abroad strongly advises program participants to purchase fully-refundable airline tickets and/or trip cancellation insurance after they are committed to their program to safeguard against losses or penalties related to airfare should a program be cancelled, its dates change, or unforeseen circumstances cause the student to withdraw from the program. **UA Study Abroad assumes no responsibility for such losses or penalties.**

If a participant receiving financial aid withdraws from a faculty-led program, the participant must contact the Office of Scholarships and Financial Aid immediately, as withdrawal may affect the participant's financial aid eligibility.

## **Addendum**

### **COVID-19 Cancellation and Withdrawal Policy**

**UA Study Abroad is not able to guarantee, and does NOT guarantee, that any portion of the fees that I owe to or submit will be removed from my account or refunded to me if I withdraw from my study abroad program (the "Program"), or if the Program is cancelled for any reason.**

UA Study Abroad **strongly advises** me to purchase fully refundable airline tickets and/or trip cancellation insurance to safeguard against losses or penalties in case I withdraw from my Program for any reason (including failure to obtain a visa, travel restrictions related to COVID-19, or any other reason), or in case the Program is cancelled or its dates are changed. **UA Study Abroad assumes no responsibility for such losses or penalties or any cancellation or change to the Program.**

UA Study Abroad strongly advises that I inform myself fully of all cancellation and refund policies for any arrangements I make independently (i.e., housing, meal plans, excursions, etc.) in connection with my Program **before** making any financial commitments related to these arrangements. **UA Study Abroad assumes no responsibility for any of these independent expenses that I incur in connection with my Program.**

If UA Study Abroad has paid or encumbered any tuition or other funds on my behalf for Program expenses prior to my withdrawal from the Program or Program cancellation, I am not entitled to a refund of tuition or other funds unless and until the partner institution to which UA Study Abroad has paid such tuition or other funds, or for which UA Study Abroad has encumbered such tuition or other funds, reimburses UA Study Abroad or releases UA Study Abroad from the financial obligation. The later I withdraw from the Program, the higher my financial obligation is likely to be.

I HAVE READ AND I UNDERSTAND THIS STUDY ABROAD WITHDRAWAL AND REFUND POLICY. IT IS MY RESPONSIBILITY TO MAKE THE CONTENTS OF THIS POLICY 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.

