



## UA Study Abroad Withdrawal Policy: Exchange Programs

### WITHDRAWAL FROM AN EXCHANGE 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 an Exchange program, each applicant is required to pay the following:

- ▶ UA Study Abroad Application Fee
- ▶ Main Campus UA Tuition and Fees
- ▶ Study Abroad Program Cost (\*Research in Munich only)
- ▶ 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 study abroad program and withdrawal date.

### **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.

### EXCHANGE PROGRAMS: IMPORTANT DATES AND DEADLINES

- ▶ Committed students that withdraw on or after the Commitment Deadline and before the Final Withdrawal Deadline will be assessed a **\$500 Cancellation Fee**.

### RESEARCH IN MUNICH PROGRAM: IMPORTANT DATES AND DEADLINES

- ▶ Committed students that withdraw on or after the 50% Liable date and before the 100% Liable date will be responsible for **50% of the Study Abroad Program Cost**.
- ▶ Committed students that withdraw on or after 100% Liable date and before the Final Withdrawal Deadline will be responsible for **100% of the Study Abroad Program Cost**.

Any Committed student that withdraws on or after the **Final Withdrawal Deadline** is responsible for ALL program charges, which may include **Main Campus UA Tuition and Fees, Study Abroad Program Costs, 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
*Research in Munich	2/25	3/10	3/10	4/10	5/10
Summer	varies by program	4/15	N/A	N/A	5/10
Fall/Academic Year: start date BEFORE 8/1	varies by program	5/15	N/A	N/A	7/1
Fall/Academic Year: start date AFTER 8/1	varies by program	6/1	N/A	N/A	8/10
Spring/Calendar Year	varies by program	11/15	N/A	N/A	1/10



**No refunds of program costs will be issued for withdrawals that occur after the Final Withdrawal Deadline.** Additionally, students who withdraw from an Exchange 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 suspends the entire program.** If UA Study Abroad suspends 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.

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 study abroad 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.

