

**WITHDRAWAL POLICY FOR FACULTY-LED PROGRAMS**

All Study Abroad participants will be held responsible for the knowledge and understanding of the following withdrawal policy. Please read the following information carefully. In the event that the student must withdraw from the program, he/she must notify the program immediately, visit the Office of Study Abroad and Nationally Competitive Scholarships (SSC CC115A and CC115B), and sign a withdrawal form.

**I. Student Withdrawal and Refund Policy**

In the event that the student must withdraw from the program, WTAMU's withdrawal policy in regard to Tuition and Fees Refunds will be in effect.

With your application to a Faculty-led program, a nonrefundable down payment is required and will hold your place in the program and be applied to the Study Abroad Program Fee. The entire Study Abroad Program Fee will be paid in installments determined by the schedule arranged by the Program leader for each program.

In the event that the student must withdraw from a Study Abroad Program, part of the program fee may be nonrefundable dependent on prepaid costs determined by that program. The portion that is nonrefundable will be based on the terms of agreement signed by the applicant for that program.

**II. Program Cancellation**

If a program is cancelled due to unforeseen circumstances (i.e. natural disasters, war or civil unrest, posting of U.S. Travel Advisory warning against travel, etc.), all efforts will be made to refund all uncommitted monies and deposits already paid to the university. Students may consider purchasing of travel insurance for trip cancellation if they are concerned about the possibility of a program cancellation. Information about these policies is available through any travel agency or via the Internet. Such policies should be read closely, as not all provide the same benefits or amounts of coverage.

**III. International Education Fee Scholarship and Financial Aid**

- a. The International Education Fee Scholarship is money specifically awarded for Study Abroad Programs. If you fail to participate fully in the project or if you fail to pay your required share of the project costs, the scholarship will be withdrawn or must be returned. In addition, it is your responsibility to drop from the study abroad course in which you are enrolled.
- b. The Financial Aid Office will review program cancellations on a case-by-case basis for students who are receiving financial aid.

**IV. Acknowledgements** (please initial the following statements)

- a. Financial  
\_\_\_\_\_ In withdrawing from or terminating my study abroad program before the scheduled ending date, I acknowledge that I am liable for all costs associated with my study abroad program fee that may include, but may not be limited to, administrative fees, tuition, room, board, health insurance, orientation/language program costs, excursions, international transportation, financial aid and/or scholarship payments, and all other costs deemed relevant and applicable by the program.

b. Housing

\_\_\_\_\_ In withdrawing from or terminating my study abroad program prior to the scheduled ending date, I understand that it is unlikely that I will be housed on campus if I desire to return to campus during the semester that I was scheduled to be abroad. If I am permitted to return to campus during the semester I was scheduled to be abroad, I understand that it is my responsibility to make off-campus housing arrangements.

c. Academic Acknowledgement

\_\_\_\_\_ In withdrawing from or terminating my study abroad program before the scheduled ending date, I acknowledge and agree that credit will be available only at the discretion of the host institution upon completion of coursework. The opportunity to complete coursework may not be available if I return from the course site before program completion.

d. Dismissal or Suspension

\_\_\_\_\_ No refund of program fees, tuition, or academic credit will be given to students who violate the West Texas A&M University rules and regulations as listed in the Student Handbook, the Office of Study Abroad and Nationally Competitive Scholarships Terms of Participation, the laws of the US, or the laws of the host country.

**I have received and read the Withdrawal Policy for my Study Abroad Program. I accept the terms as stated therein and agree to adhere to them.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Student ID #

\_\_\_\_\_  
Name of Study Abroad Program

\_\_\_\_\_  
Country

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Please submit form by dropping it off at CC115A or CC115B or email it to [studyabroad@wtamu.edu](mailto:studyabroad@wtamu.edu).  
Additionally, please save a copy for your records.*