



## Withdrawal Policy: Exchange Programs

Withdrawal from an exchange program must be submitted to Study Abroad & Student Exchange (SASE) prior to the program start date using the online [Study Abroad Withdrawal Form](#). Withdrawal will be considered official only upon receipt of this form.

All participants in an exchange program must pay:

- \$80 non-refundable SASE application fee
- \$600 non-refundable deposit (summer programs)
- \$1500 non-refundable deposit (semester programs)
- Remaining program costs (equivalent to UA tuition, based on residency status and guaranteed tuition rate, plus the cost of GeoBlue health insurance, minus the deposit)

Completion of the Commit to Program Form in UA Broad following acceptance into a study abroad program serves as the student's official commitment to participate in the exchange program.

In the event that a student withdraws from an exchange program prior to the start of the program, SASE will post a refund of the remaining program costs on the student's UA Bursar's account within 10 business days (two weeks) after receipt of the online Study Abroad Withdrawal Form. No refund will be issued if charges have not yet been placed on a student's UA Bursar's account.

**No refunds of remaining program costs will be issued for withdrawals that occur after the program start date.** Additionally, students who withdraw from an exchange program may also be subject to cancellation fees based on financial commitments made to the host university. **SASE assumes no responsibility for host university fees incurred as a result of student withdrawal.**

**The application fee and program deposit are NON-REFUNDABLE except where SASE suspends the entire program.** If SASE suspends the program, SASE 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, SASE will refund the application fee and deposit in full.

SASE 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. **SASE assumes no responsibility for such losses or penalties.**

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

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.

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
*First Middle Initial Last*

*By signing below, the parent or legal guardian affirms that they understand the language in this document pertains to their child, and that by signing, they are legally responsible for the obligations described in this agreement and agree to be bound by its terms.*

Parent/Guardian Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
*First Middle Initial Last*

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

