



## Withdrawal Policy: Faculty-led Programs

Withdrawal from a UA faculty-led study abroad program must be submitted to Study Abroad and Student Exchange (SASE) using the online [Study Abroad Withdrawal Form](#). Withdrawal will be considered official only upon receipt of this form.

All participants in a faculty-led program must pay:

- \$80 non-refundable SASE application fee
- \$150 - \$1500 non-refundable program deposit (varies with credits offered and program duration)
- Final program costs (vary by program)

Completion of the Commit to Program Form in UAbroad following acceptance into a study abroad program serves as the student’s official commitment to participate in the faculty-led program. Committed students who **withdraw on or after the dates listed below will be responsible for the corresponding percentage of the total program costs:**

Term	50% of Program Costs	100% of Program Costs
Winter	October 15	November 1
Spring/Spring Break/Calendar Year	November 15	December 1
Honors Trip	January 15	April 10
Summer	March 15	April 10
Fall/Academic Year	June 1	July 1

Participants who officially withdraw prior to the 50% date above for their applicable term are responsible only for the non-refundable deposit and SASE application fee. No remaining program charges will be placed on student’s UA Bursar’s account.

In the event that a student withdraws after the 50% or the 100% date, charges will be placed on the student’s UA Bursar’s account in accordance with the above chart and within 10 UA business days after receipt of the completed withdrawal form.

**The application fee and program deposit are NON-REFUNDABLE except where SASE cancels the entire program.** If SASE cancels 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 faculty-led program participants to purchase fully-refundable airline tickets and/or trip cancellation insurance only 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 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.

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: \_\_\_\_\_

