

# 2009-2010 Policy on Refunds

## DEPOSIT POLICIES

A non-refundable \$400 deposit must be made within two weeks of acceptance to the program.

- For a withdrawal to be considered official the student must inform International Programs in writing. Upon the official withdrawal from the program, a portion of the program fee will be credited to the student's account based upon the schedules below. In order for the student to receive the maximum refund, the decision to withdraw must be indicated in a letter postmarked no later than one week prior to the official start date of the program.
- The term "program fee" refers to the total cost of the program, including tuition and all fees. Special charges for single rooms or other special services or arrangements are non-refundable.

- The term "Amount of Refund" indicates the percentage of the program fee that will be credited to the student's account following his or her withdrawal from the program. An actual monetary refund will be possible only if a credit balance remains on the student's account after the Policy on Refunds has been implemented. If the account has not yet been settled at the time of withdrawal, the student will owe the portion of the program fee remaining after the refund policy has been implemented.
- Refunds will be made for tuition and fees excluding non-recoverable costs. Funds for some program services are committed early.
- For all programs in which airfare is included in the program fee: once airfare is purchased for the student, that portion of the fee which represents the University's cost for airfare is non-refundable unless a refund can be obtained directly from the airline.
- Students who withdraw from any portion of an all-year program may be assessed charges for non-recoverable costs for both fall and spring semesters, regardless of the date of withdrawal.

### For Programs of 12 Weeks or More:

#### Withdrawal Date

#### Amount of Refund

More than one week prior to the official start date

100% of Program Fee except non-refundable deposit, airfare and other non-recoverable costs (if applicable), and any special charges

From one week prior to one week after the official start date

75% of Program Fee except non-refundable deposit, airfare and other non-recoverable costs (if applicable), and any special charges

During the second week of the program

50% of Program Fee except non-refundable deposit, airfare and other non-recoverable costs (if applicable), and any special charges

During the third, fourth, or fifth week of the program

25% of Program Fee except non-refundable deposit, airfare and other non-recoverable costs (if applicable), and any special charges

After the fifth week of the program

NO REFUND

### For Programs of 11 Weeks or Fewer:

#### Withdrawal Date

#### Amount of Refund

More than one week prior to the official start date

100% of Program Fee except non-refundable deposit, airfare and other non-recoverable costs (if applicable), and any special charges

From one week prior up to the official start date

75% of Program Fee except non-refundable deposit, airfare and other non-recoverable costs (if applicable), and any special charges

During the first week of the program

50% of Program Fee except non-refundable deposit, airfare and other non-recoverable costs (if applicable), and any special charges

During the second and third weeks of the program

25% of Program Fee except non-refundable deposit, airfare and other non-recoverable costs (if applicable), and any special charges

After the third week of the program

NO REFUND