

Study Abroad Withdrawal Policy

Exchange Programs

Withdrawal from an Exchange program must be submitted **in writing** to the UNT Study Abroad Office (SAO) by email (from the applicant's UNT account), mail, or in person. The date of withdrawal is the regular business day during which a written withdrawal statement is received in the SAO.

SAO is not able to guarantee, and does NOT guarantee, that any portion of the fees owed to or submitted to SAO or your host institution will be removed or refunded if you withdraw from the program for any reason. UNT and your host institution may pay sub-contractors for the services provided to participants in UNT Exchange programs (including, without limitation, lodging, welcome events, etc.) and these sub-contractors have varying payment and refund policies. If SAO or your host institution has already paid or encumbered funds on your behalf at the time of withdrawal, you are obligated to pay the amount encumbered or paid unless and until the third party reimburses or releases SAO or your host institution from the financial obligation. *The later you withdraw from an Exchange program, the higher your financial obligation to the program is likely to be.*

Due to the many variables involved, fees owed to SAO are calculated on a case-by-case basis for withdrawn participants, based on the following:

1. All participants in an Exchange program are required to pay a \$100 Application Fee and a \$200 Confirmation Fee as a condition of participation. The Application Fee is **NON-REFUNDABLE** and **NON-TRANSFERABLE**, unless SAO cancels the program (for health and safety reasons) or the applicant is denied acceptance for participation in the applicant's selected program. In such event, SAO may remove or refund the full Application Fee charge at SAO's sole discretion; the student may not defer the Application Fee to a different or future program.
 - a. **If an applicant withdraws from an Exchange program after paying the \$100 application fee but before being accepted to participate, the applicant will be liable for the non-refundable, non-transferable \$100 Application Fee.** An incomplete application is not grounds for a refund or transfer of the Application Fee.
 - b. **If an applicant withdraws from an Exchange program after being accepted to participate but before confirming his/her participation,** the applicant will not be responsible for paying the Confirmation Fee, but will remain liable for the non-refundable, non-transferable \$100 Application Fee.
 - c. **If a participant withdraws from an Exchange program after confirming his/her participation,** the participant will be liable for the non-refundable, non-transferable \$100 Application Fee, the \$200 Confirmation Fee, and any fees already charged to, or encumbered on behalf of, the participant that are non-recoverable.

- d. **If a participant withdraws from an Exchange program after the program term officially begins**, the participant is responsible for the non-refundable, non-transferable \$100 Application Fee, the \$200 Confirmation Fee, any fees already charged to, or encumbered on behalf of, the participant that are non-recoverable. Because Exchange program participants pay UNT tuition and fees, the participant is also subject to the [UNT Withdrawal Refund Policy](#).
 - e. **If a participant is placed on probation or dismissed from UNT after application/acceptance/confirmation to the program**, the participant is responsible for withdrawing from the Program as soon as possible. The participant will be liable for all non-refundable and non-recoverable costs, including those paid or owed to the host institution.
2. Exchange program participants are required to purchase UNT's mandatory international medical insurance coverage for the period they are abroad. If a participant withdraws prior to the start of the Exchange program, the UNT insurance fee is fully refundable. If a participant withdraws from the Exchange program after the program officially begins, the insurance fee will be refunded on a pro-rated basis.
 3. SAO strongly advises that Exchange program participants purchase fully refundable airline tickets and/or trip cancellation insurance to safeguard against losses or penalties should the participant withdraw for any reason (including failure to obtain a visa or any other personal reason), or should a program be canceled or its dates changed. **SAO assumes no responsibility for such losses or penalties.**
 4. After withdrawing from the Exchange program, SAO will withdraw you from the UNT Exchange placeholder course associated with the program to avoid any tuition charges or failing grade(s) being issued, subject to the terms of the [UNT Course Withdrawal Policy](#).
Exchange program participants pay tuition and fees directly to UNT, and are therefore subject to the [UNT Withdrawal Refund Schedule](#). Any request for a tuition refund is processed by the UNT Student Accounting Office and follows [UNT Refund Processes](#).
 5. If a participant receives financial aid and withdraws from an Exchange program, the participant must contact the Student Financial Aid & Scholarships Office immediately, as withdrawal may affect the participant's financial aid package.
 6. In limited circumstances, participants may submit a [Request for Documented Medical/Compassionate Withdrawal from a Study Abroad Program](#), subject to the terms and conditions outlined in the [SAO Medical/Compassionate Withdrawal Policy](#).
 7. Any funds due to SAO will remain on the participant's UNT student account blocking registration in future semesters and issuance of transcripts until such debt is discharged.

I AM OVER THE AGE OF EIGHTEEN (18) YEARS AND AM COMPETENT TO EXECUTE THIS AGREEMENT.

I HAVE READ AND I UNDERSTAND THIS STUDY ABROAD WITHDRAWAL 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.

Last updated: April, 2016