

Study Abroad Withdrawal Policy

Affiliate Programs

Withdrawal from an Affiliated Study Abroad 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 program provider will be removed or refunded if you withdraw from the program for any reason. UNT and your program provider pay many sub-contractors for the services provided to participants in UNT Affiliated Study Abroad programs (including, without limitation, housing, entry fees, educational tours/activities, in-program transportation, etc.) and these sub-contractors have varying payment and refund policies. If SAO or your program provider 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 program provider from the financial obligation. *The later you withdraw from an Affiliated Study Abroad 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Due to the many variables involved, fees owed to SAO are calculated on a case-by-case basis for withdrawn participants, based on the following: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 Affiliated Study Abroad 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 Affiliated Study Abroad 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 Affiliated Study Abroad 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 Affiliated Study Abroad 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, up to the full Program Fee.

- d. **If a participant withdraws from an Affiliated Study Abroad program after the program 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. At this point, participants are likely responsible for the full Program Fee.
 - 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 program provider.
2. Affiliated Study Abroad program participants may be required to purchase UNT's mandatory international medical insurance coverage for the period they are abroad, unless the program provider offers insurance that meets or exceeds UNT's coverage. If a participant withdraws prior to the start of the Affiliated Study Abroad program, the UNT insurance fee is fully refundable. If a participant withdraws from the Affiliated Study Abroad program after the program officially begins, the insurance fee will be refunded on a pro-rated basis.
 3. SAO strongly advises that Affiliated Study Abroad 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 Affiliated Study Abroad program, SAO will withdraw you from the UNT placeholder course associated with the program.
 5. If a participant receives financial aid and withdraws from an Affiliated Study Abroad 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