ASU Global Education
Arizona State University

Payment and Withdrawal Policies

Hybrid Programs

By signing and submitting this *Payment and Withdrawal Policies* document to the Arizona State University (ASU) Global Education Office (GEO), I agree to the terms and conditions set forth herein.

Fee Payment Details

All participants in the {PROGRAM NAME} program (the "Program") are required to pay a **$50 Application Fee**, a **Program Fee**, an **International Travel Service Fee**, and a **Carbon Offset Fee** as a condition of participation. These fees are described below.

Program Fees

As a condition of participation in the Program, I agree to pay the following fees through my ASU student account by the posted due date:

Application Fee

GEO will charge a non-refundable $50 Application Fee to my ASU student account after I digitally submit my completed GEO Program application.

I understand that the $50 Application Fee is refundable only if the status of my GEO Program application is changed to *Denied*, or if the Program is cancelled before it begins.

Program Fee

After being accepted to participate in the Program, and upon confirming my participation in the Program, GEO will charge a Program Fee (which includes a $400 non-refundable Administrative Fee) to my ASU student account. The Program Fee will be posted to my ASU student account in two equal charges, due 30 days apart.

I understand that the Program Fee may not be refundable if I withdraw from the Program, or if the Program is cancelled, for any reason.

International Travel Service Fee

After confirming my participation in the Program, GEO will charge an International Travel Service Fee to my ASU student account. This fee includes the cost of several services and resources provided by GEO. The amount of my International Travel Service Fee is based on the number of days of the Program and will be charged to my ASU student account after I have confirmed my participation in the Partnership Program.

I understand that the International Travel Service Fee is refundable only if the status of my GEO Program application is changed to *Denied* or if the Program is cancelled for the term in which I applied to participate.

Carbon Offset Fee

GEO will charge a Carbon Offset Fee to my ASU student account, upon confirming my participation in the Program. This fee is added to all ASU-sponsored air travel and is intended to mitigate ASU's carbon emissions.

I understand that the Carbon Offset Fee may be refundable if I withdraw from the Program or if the Program is cancelled, depending on the timing of my withdrawal or cancellation.

ASU Tuition and Fees

Although I DO NOT pay ASU tuition for my Program course(s), I will be expected to pay a portion of the standard Registration Fees (e.g., Student Initiated Fee) as a condition of participation in the Program. In addition, I understand that certain ASU colleges and schools charge students an additional College Fee in order to maintain enrollment in the major.

Additional Personal Expenses

I understand that additional expenses including, but not limited to, round-trip airfare, personal expenses, and incidentals are my sole responsibility and are not part of the fees charged to my ASU student account. GEO strongly advises that I inform myself fully of all cancellation and refund policies for any arrangements I make independently (i.e., housing, flights, excursions, etc.) in connection with the Program before making any financial commitments related to these arrangements. **GEO assumes no responsibility for any of these independent expenses that I incur in connection with my Program.**

Trip Cancellation Insurance

GEO **strongly urges** me to purchase fully-refundable airline tickets and to obtain Trip Cancellation/Cancel for Any Reason (CFAR) insurance to safeguard against losses or penalties in case I withdraw from the Program for any reason (including failure to obtain a visa, travel restrictions related to COVID-19, or any other reason), or in case the Program is cancelled or its dates are changed. **GEO assumes no responsibility for such losses or penalties for any cancellation or change to the Program.**

For more information about Trip Cancellation or CFAR Insurance, contact GEO or visit the GEO website. There are timing requirements related to the purchase of such insurance that necessitate timely action on your part.

Paying with Financial Aid or Scholarships

If I am a Financial Aid or Scholarship recipient, I acknowledge that it is my responsibility to arrange for my Financial Aid/Scholarship funds to apply to the GEO fees outlined above. I understand that because of deadlines associated with contractual obligations incurred by GEO related to the Program, there is the possibility that I may not know how much Financial Aid or Scholarship funding will be available to me for the term of the Program until after the GEO payment deadlines.

Late Payments

I understand that I am expected to pay all fees associated with my participation in the Program by the posted due date(s). Late payments will be subject to monthly late fees. Students with delinquent accounts may be prohibited from registering for classes in future terms and may be blocked from receiving University services, such as transcripts or diplomas. If I fail to pay all such fees in full, ASU may refer me to an outside collection agency with late fee assessment continuing monthly until paid in full.

Withdrawing from the Program

I must submit notice of my withdrawal from the Program in writing to GEO by email, mail, or in person. The date of withdrawal is the regular business day during which my written withdrawal notice is received by GEO. GEO will notify my Program provider of my change in status; the provider may request additional follow up action from me.

Fee Refund Schedule

GEO is not able to guarantee, and DOES NOT guarantee, that any portion of the fees owed to or submitted to GEO will be removed or refunded if I withdraw from the Program for any reason. *The later I withdraw from the Program, the higher my financial obligation to the Program is likely to be.*

If GEO has paid or encumbered funds on my behalf at the time of my withdrawal from the Program, I am not entitled to a refund of those funds unless and until the third party to which GEO has paid or encumbered such funds reimburses GEO or releases GEO from the financial obligation.

If I withdraw from the Program for any reason, I understand and agree that GEO will not be responsible for any personal expenses or losses incurred as a result of Program cancellation (e.g., airfare, housing, etc.).

I further understand that I will be subject to the following refund schedule:

If I withdraw:	I must pay:
After I submit my application, but before I confirm my participation in the Program	• $50 Application Fee
After I confirm my participation in the Program, but before the Program officially begins	• $50 Application Fee • $400 Administrative Fee • Any non-recoverable fees already charged to me, or funds encumbered on my behalf, **up to the full Program Fee**
After the Program officially begins	• $50 Application Fee • International Travel Service Fee* • Carbon Offset Fee • Full Program Fee

**GEO may reduce the International Travel Service Fee charged to or owed by the participant, at GEO's sole discretion, based on the number of days between the published Program start date and the date of the participant's withdrawal.*

Withdrawing from Classes

After withdrawing from the Program, it is my responsibility to withdraw from all courses associated with the Program in order to avoid any tuition charges and/or to prevent failing grade(s) being issued, subject to the terms of the ASU course withdrawal policy.

Financial Aid and Scholarships

If I am a Financial Aid or Scholarship recipient, I acknowledge that it is my sole responsibility to contact Financial Aid and Scholarship Services immediately upon withdrawal from the Program, as withdrawal may affect my Financial Aid package.

Program Cancellation

If the Program is cancelled, GEO will notify me by email.

Fee Refund Schedule

GEO is not able to guarantee, and DOES NOT guarantee, that any portion of the fees owed to or submitted to GEO will be removed or refunded if the Program is cancelled for any reason.

If GEO has paid or encumbered funds on my behalf at the time of Program cancellation, I understand that am not entitled to a refund of those funds unless and until the third party to which GEO has paid or encumbered such funds reimburses GEO or releases GEO from the financial obligation.

I further understand that I will be subject to the following refund schedule:

If the Program is cancelled:	I must pay:
Before I confirm my participation in the Program	N/A
After I confirm my participation in the Program, but before the program officially begins	• Any non-recoverable fees already charged to me, or funds encumbered on my behalf, **up to the full Program Fee**
After the Program officially begins	• $50 Application Fee • International Travel Service Fee* • Carbon Offset Fee • Full Program Fee

**GEO may reduce the International Travel Service Fee charged to or owed by the participant, at GEO's sole discretion, based on the number of days between the published Partnership Program start date and the date of cancellation.*

It may take a significant amount of time for GEO to identify all unrecoverable costs; a refund amount may not be determined or posted to my ASU student account for up to 30 days after the cancellation of the Program.

I understand and agree that GEO will not be responsible for any personal expenses or losses incurred as a result of Program cancellation (e.g., airfare, housing, meal plans, etc.).

Withdrawing from Classes

If the Program is cancelled, it is my responsibility to withdraw from all courses associated with the Program in order to avoid any tuition charges and/or to prevent failing grade(s) being issued, subject to the terms of the ASU course withdrawal policy.

Financial Aid and Scholarships

If I am a Financial Aid or Scholarship recipient, I acknowledge that GEO will notify Financial Aid and Scholarship Services on my behalf, as Program cancellation may affect my Financial Aid package.

Medical and Compassionate Withdrawals

I may request and be considered for a medical or compassionate withdrawal from the Program in extraordinary cases in which a serious illness, injury or other specific significant event prevents me from participating or continuing in the Program. All such requests are subject to the terms and conditions outlined in the GEO Medical Withdrawal Policy and Procedures and the GEO Compassionate Withdrawal Policy and Procedures.

I HAVE READ AND I UNDERSTAND THESE PAYMENT AND WITHDRAWAL POLICIES. I HAVE HAD THE OPPORTUNITY TO ASK QUESTIONS ABOUT THESE POLICIES AND TO HAVE MY OWN COUNSEL REVIEW THEM.

I UNDERSTAND AND ACKNOWLEDGE THAT IT IS MY RESPONSIBILITY TO MAKE THE CONTENTS OF THIS AGREEMENT KNOWN TO THOSE WHO HAVE ANY FINANCIAL RESPONSIBILITY FOR OR ARE OTHERWISE FINANCIALLY INVOLVED IN ANY PROGRAM PAYMENTS ON MY BEHALF (e.g., parents, relatives, financial institutions).

I ACKNOWLEDGE THAT I AM SUBJECT TO THE TERMS OUTLINED ABOVE.