



# Study Abroad Withdrawal Policy

## Partnership Programs

Notice of withdrawal from a Partnership program must be submitted in writing to the ASU Study Abroad Office (SAO) by email, mail, or in person. The date of withdrawal is the regular business day during which your 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 by you will be removed or refunded if you withdraw from the program for any reason.** ASU pays many sub-contractors for the educational services provided to participants in ASU Partnership programs and these sub-contractors have varying payment and refund policies. In many cases, SAO is required to make large payments (or encumber significant funds) on behalf of a participant well in advance of the program start date, before SAO has charged the participant's ASU student account, and/or before the participant has submitted payment. If SAO has already paid or encumbered funds on your behalf at the time of your withdrawal, you are obligated to pay the amount encumbered or paid by SAO unless and until the third party reimburses SAO or releases SAO from the financial obligation. ***The later you withdraw from a Partnership program, the higher your financial obligation is likely to be.***

All participants in a Partnership 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.

**Due to the many variables involved, fees owed to SAO are calculated on a case-by-case basis for withdrawn participants, based on the following:**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. The **\$50 Application Fee** is **NON-REFUNDABLE**.
  - a. **If an applicant withdraws from a Partnership program any time after signing the [Acknowledgment of Application](#), the applicant will be responsible for the non-refundable \$50 Application Fee.**
  - b. **If SAO cancels the program or the applicant is denied acceptance for participation in the applicant's selected program, 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.**
2. Final **Program Fee** amounts vary based upon the timing of the withdrawal.
  - a. **If an applicant withdraws from a Partnership program after signing the [Acknowledgment of Application](#) but before being accepted to participate, the applicant will not be responsible for paying the Program Fee.**
  - b. **If an applicant withdraws from a Partnership program after being accepted to participate but before confirming his/her participation, the applicant will not be responsible for paying the Program Fee.**
  - c. **If a participant withdraws from a Partnership program after confirming his/her participation but before the program begins, the participant will be responsible for a **\$400 SAO Administrative Fee**, as well as any fees already charged to, or encumbered on behalf of, the participant that are non-recoverable, up to the full Program Fee.**

