



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**Due to the many variables involved, fees owed to SAO are calculated on a case-by-case basis for withdrawn participants, based on the following:**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

- d. If a participant withdraws from a Partnership program after the program officially begins, the participant is responsible for the full Program Fee.
  - e. It may take a significant amount of time to determine a final Program Fee amount for a withdrawn participant, depending on a number of variables. SAO endeavors to provide final Program Fee amounts as soon as possible after a participant's withdrawal, though a final amount may not be determined or posted to the withdrawn participant's ASU student account until as late as 30 days after the conclusion of the program.
3. The **International Travel Service Fee**, which includes the cost of the travel risk management services provided by SAO, may be refundable based on the timing of withdrawal.
- a. If an applicant withdraws from a Partnership program after confirming his/her participation but before the program begins, SAO will remove or refund the full International Travel Service Fee charged to the participant.
  - b. If a participant withdraws from a Partnership program after the program officially begins, SAO may reduce the International Travel Service Fee charged to or owed by the participant, at SAO's sole discretion, based on the number of days between the published Partnership program start date and the date of the participant's withdrawal.
  - c. The later a student withdraws, the less likely it is that SAO will be able to remove or refund any portion of the International Travel Service Fee.
4. The **Carbon Offset Fee**, which is added to all ASU-sponsored air travel and will help mitigate ASU's carbon emissions, may be refundable based on the timing of withdrawal.
- a. If an applicant withdraws from a Partnership program any time before the program officially begins, SAO will remove or refund the full Carbon Offset Fee.
  - b. If a participant withdraws from a Partnership program after the program officially begins, the participant is responsible for the full Carbon Offset Fee.
5. SAO strongly advises that Partnership 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.**
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. After withdrawing from the Partnership program, it is the participant's responsibility to withdraw from the study abroad placeholder course (SAO 196/596) to avoid any tuition charges or failing grade(s) being issued, subject to the terms of the [ASU course withdrawal policy](#).
8. If a participant receives financial aid and withdraws from a Partnership program, the participant must contact the Student Financial Aid Office immediately, as withdrawal may affect the participant's financial aid package.

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.