

Study Abroad Withdrawal Policy

Exchange Programs

Withdrawal from an Exchange 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 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 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. 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 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 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Due to the many variables involved, fees owed to SAO are calculated on a case-by-case basis for withdrawn participants, based on the following: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 \$50 Application Fee and \$400 SAO Administrative Fee. The Application Fee and SAO Administrative Fee are **NON-REFUNDABLE**, unless SAO cancels the program 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 and SAO Administrative Fee charges at SAO's sole discretion; the student may not defer the Application Fee or SAO Administrative Fee to a different or future program.
 - a. **If an applicant withdraws from an Exchange program after signing the Acknowledgment of Application but before being accepted to participate**, the applicant will not be responsible for paying the \$400 SAO Administrative Fee, but will be liable for the non-refundable \$50 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 \$400 SAO Administrative Fee, but will be liable for the non-refundable \$50 Application Fee.
 - c. **If an applicant withdraws from an Exchange program after confirming his/her participation but before the program begins**, the applicant will be liable for the non-refundable \$50 Application Fee and the \$400 SAO Administrative Fee.
 - d. **If a participant withdraws from an Exchange program after the program officially begins**, the applicant is responsible for the non-refundable \$50 Application Fee, the \$400 SAO Administrative Fee, as well as any fees already charged to, or encumbered on behalf of, the participant that are non-recoverable.
2. Exchange program participants are required to pay a Medical Insurance Fee for mandatory international medical insurance coverage. The Medical Insurance Fee charged to each participant varies based on the participant's specific program dates.

- a. **If an applicant withdraws from an Exchange program after confirming his/her participation but before the program begins**, SAO will remove or refund the full Medical Insurance Fee charged to the participant.
 - b. **If a participant withdraws from an Exchange program after the program officially begins**, SAO will remove or refund any Medical Insurance Fee already charged to or owed by the participant, up to the amount the insurance provider is willing to refund to SAO. The later a student withdraws, the less likely SAO will be able to remove or refund any portion of the Medical Insurance Fee.
3. Exchange program participants pay tuition directly to ASU, and are therefore subject to the ASU tuition refund policy, available online at <http://students.asu.edu/tuitionrefundpolicy>.
 - a. Any request for a tuition refund must be submitted directly to the ASU Tuition Payment Office in accordance with established ASU policies.
4. 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.**
5. 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](#).
6. After withdrawing from the Exchange 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](#).
7. If a participant receives financial aid and withdraws from an Exchange 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.