

## NAME OF PROGRAM

### Statement of Financial Responsibility

By submitting this signed *Statement of Financial Responsibility* to the Arizona State University (ASU) Study Abroad Office (SAO), I agree to the fee payment and refund schedules outlined below.

#### SAO Application Fee

As a student applying to participate in an ASU study abroad program (the Program), I understand that SAO will charge a non-refundable \$50 Application Fee to my ASU student account after I digitally sign the [Acknowledgment of Application](#) within my online Program application. I understand that the \$50 Application Fee is refundable only if the status of my online Program application is changed to *Denied* or if the Program is cancelled for the term in which I applied to participate. I am expected to pay the \$50 Application Fee by the posted due date.

#### SAO Program Fee

I understand that I must pay a Program Fee as a condition of participation in the Program. After being accepted to participate in the Program, and upon confirming my participation in the Program, SAO will charge a \$XX Program Fee to my ASU student account. I am expected to pay the \$XX Program Fee by the posted due date.

#### SAO Fee Payment Schedule

SAO will charge the Application Fee and Program Fee to my ASU student account, according to the following schedule. Fees must be paid following the same [payment methods](#) used to pay ASU tuition and fees.

Fees Charged	Payment Amount	Payment Due Date
Application Fee	\$50	Charged to student account after <a href="#">Acknowledgment of Application</a> is signed, and will be due on the next 25 <sup>th</sup> of the month*
Program Fee	\$ XX	May 25, 2015*
<b>TOTAL</b>	<b>\$ XX</b>	

\*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 fees in full, ASU may refer me to an outside collection agency with late fee assessment continuing monthly until paid in full.

#### SAO Fee Refund Schedule

If I wish to withdraw my application for the Program at any time, I understand that I must submit a notification of withdrawal in writing to the SAO. I further understand that I will be subject to the [ASU Study Abroad Withdrawal Policy](#), which sets forth the following refund schedule:

If my written withdrawal notification is submitted to SAO:	I must pay:
Before I confirm my participation in the Program	<ul style="list-style-type: none"> <li>\$50 Application Fee</li> </ul>
After I confirm my participation in the Program, but on or before March 8	<ul style="list-style-type: none"> <li>\$50 Application Fee</li> <li>\$400 SAO Administrative Fee**</li> <li>Any non-recoverable fees already charged to me, or</li> </ul>

	funds encumbered on my behalf
After I confirm my participation in the Program and after March 8	<ul style="list-style-type: none"> <li>• \$50 Application Fee</li> <li>• \$400 SAO Administrative Fee**</li> <li>• \$100 College Administrative Fee***</li> <li>• Any non-recoverable fees already charged to me, or funds encumbered on my behalf, <u>up to the full Program Fee</u></li> </ul>
After I confirm my participation in the Program and after the Program officially begins	<ul style="list-style-type: none"> <li>• \$50 Application Fee</li> <li>• Full Program Fee</li> </ul>

**\*\*All SAO administrative fees** are built into the published Program Fee charged to all Program participants. Students who withdraw a Program application after confirming participation in the Program will be assessed a \$400 SAO Administrative Fee to cover expenses associated with providing the following services:

- Professional student advising
- Expert design and administration of study abroad programs
- Thorough orientation and preparation for student participants and faculty program leaders
- Coordination with relevant academic and administrative units on and off campus

**\*\*\*All college-specific administrative fees** are built into the published Program Fee charged to all Program participants. Students who withdraw a Program application after confirming participation in the Program — and after March 8 — will be assessed a \$100 College Administrative Fee to cover expenses incurred by the sponsoring ASU college/school/department associated with organizing, promoting and supporting study abroad programs.

If the Program is cancelled for any reason, I will receive a full refund of all SAO fees I have already paid. Any SAO fees charged to my ASU student account that I have not already paid will be removed within 7-10 business days of Program cancellation. I understand and agree that SAO will not be responsible for, and I will not be entitled to compensation for, any personal expenses or losses incurred as a result of Program cancellation, including, but not limited to, airfare, passport and visa fees.

SAO strongly recommends that I purchase fully refundable airline tickets and/or trip cancellation insurance to safeguard against losses or penalties associated with my withdrawal from the Program or Program cancellation. **I understand and agree that SAO assumes no responsibility for such losses or penalties.**

### **Additional ASU Fees**

All students participating in an ASU study abroad program will also be charged standard ASU registration fees when enrolling in the Program course(s), including the Technology Fee, Student Programs Fee, and Financial Aid Trust Fee. In addition, certain courses at ASU require students to pay special class fees (e.g. foreign language courses) and certain ASU colleges and degree programs assess additional differential and program tuition as approved by the Arizona Board of Regents (e.g. W. P. Carey, Barrett).

I may visit the [ASU Tuition and Fees Schedules](#) for a description of the standard ASU registration fees, special class fees, and college and program specific tuition and fees. I understand that I am expected to pay all applicable additional ASU fees as normal, by the posted due date(s).

### **Additional 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 Program Fee charged to my ASU student account.

### **Financial Aid and Scholarships**

If I am a Financial Aid or Scholarship recipient, I acknowledge that it is my sole responsibility to make arrangements for these funds to apply to the SAO fees outlined above. I understand that because of deadlines

associated with contractual obligations for the Program, there is a strong 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 Program payment deadlines.

**By signing below, I certify that I have read this *Statement of Financial Responsibility* in its entirety and fully understand the contents, consequences and implications of signing this document. I understand that the SAO is available to answer any and all questions I may have prior to my execution of this document. It is my responsibility to make the contents of this document known to those who have any financial responsibility for or are otherwise financially involved in any SAO program payments (e.g. parents, relatives, financial institutions). I acknowledge that I am subject to the terms outlined above.**