Study Abroad Office Withdrawal Policy
Domestic Faculty Directed Programs

Withdrawal from a Faculty Directed 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 SAO 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 a Faculty Directed 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Due to the many variables involved, fees owed to SAO are calculated on a case-by-case basis for withdrawn participants, based on the following: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 a Faculty Directed program are required to pay a $50 Application Fee. The Application Fee is **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 charge at SAO’s sole discretion; the student may not defer the Application Fee to a different or future program.

2. Faculty Directed program participants pay a Program Fee as a condition of participation. In the case of withdrawal, final Program Fee amounts vary based upon the timing of the withdrawal.
   
   a. **If an applicant withdraws from a Faculty Directed program after signing the Acknowledgment of Application but before being accepted to participate**, the applicant will not be responsible for paying the Program Fee, but will be liable for the non-refundable $50 Application Fee.

   b. **If an applicant withdraws from a Faculty Directed program after being accepted to participate but before confirming his/her participation**, the applicant will not be responsible for paying the Program Fee, but will remain liable for the non-refundable $50 Application Fee.

   c. **If a participant withdraws from a Faculty Directed program after confirming his/her participation but on or before March 8**, the participant will be liable for the non-refundable $50 Application Fee, a $400 SAO Administrative Fee, and any fees already charged to, or encumbered on behalf of, the participant that are non-recoverable.

   d. **If a participant withdraws from a Faculty Directed program after March 8 but before the program begins**, the participant will be liable for the non-refundable $50 Application Fee, a $400 SAO Administrative Fee, a $100 College 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.
e. If a participant withdraws from a Faculty Directed program after the program officially begins, the participant is responsible for the non-refundable $50 Application Fee as well as the full Program Fee charges.

f. 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. SAO strongly advises that Faculty Directed 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, or should a program be canceled or its dates changed. SAO assumes no responsibility for such losses or penalties.

4. In limited circumstances, participants may submit a Request for Documented Medical/Compassionate Withdrawal from a Study Abroad Office Program, subject to the terms and conditions outlined in the SAO Medical/Compassionate Withdrawal Policy.

5. After withdrawing from the Faculty Directed program, it is the participant’s responsibility to withdraw from any courses associated with the program to avoid any tuition charges or failing grade(s) being issued, subject to the terms of the ASU course withdrawal policy.

6. If a participant receives financial aid and withdraws from a Faculty Directed 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 OFFICE 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 OFFICE PROGRAM PAYMENTS (e.g., parents, relatives, financial institutions). I ACKNOWLEDGE THAT I AM SUBJECT TO THE TERMS OUTLINED ABOVE.