

# Payment and Withdrawal Policies

## SAMPLE Faculty-Directed Program

By signing and submitting this *Payment and Withdrawal Policies* document to the Arizona State University (ASU) Global Education Office (GEO), I agree to the terms and conditions set forth herein.

### Fee Payment Details

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All participants in a Faculty-Directed Program ("Program") are required to pay a **\$50 Application Fee** and a **Program Fee** as a condition of participation. These fees are described below.

#### Faculty-Directed Program Fees

As a condition of participation in the Program, I agree to pay the following fees through my ASU student account by the posted due date:

##### **Application Fee**

GEO will charge a non-refundable \$50 Application Fee to my ASU student account after I digitally submit my completed GEO 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 before it begins.

##### **Program Fee**

After being accepted to participate in the Program, and upon confirming my participation in the Program, GEO will charge a **\$XX** Program Fee to my ASU student account. The Program Fee will be posted to my ASU student account in two equal charges, due 30 days apart.

I understand that the Program Fee may not be refundable if I withdraw from the Program, or if the Program is cancelled, for any reason.

#### Fee Payment Schedule

GEO will charge the Application Fee and Program Fee to my ASU student account, according to the schedule outlined below. 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 my ASU student account after I digitally submit my completed Program application; due on the 25th of the next month
Program Fee	<b>\$ XX</b>	Charged in two equal installments: the first due on May 25, 2022; the second on June 25, 2022
<b>TOTAL</b>	<b>\$ XX</b>	

#### Additional ASU Fees

Although I DO NOT pay ASU tuition for my Program course(s), I will be expected to pay a portion of the standard [Student Initiated Fees](#) (e.g., Financial Aid Trust Fee) as a condition of participation in the Program. In addition, I understand that certain ASU colleges and schools charge students an additional [College Fee](#) in order to maintain enrollment in the major.

### **Additional Personal 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 fees charged to my ASU student account. GEO strongly advises that I inform myself fully of all cancellation and refund policies for any arrangements I make independently (e.g., flights, excursions, etc.) in connection with the Program before making any financial commitments related to these arrangements. **GEO assumes no responsibility for any of these personal, independent expenses that I incur in connection with my Program.**

### **Trip Cancellation Insurance**

GEO **strongly urges** me to purchase fully-refundable airline tickets and to obtain Trip Cancellation/Cancel for Any Reason (CFAR) insurance to safeguard against losses or penalties in case I withdraw from the Program for any reason (including failure to obtain a visa, travel restrictions related to COVID-19, or any other reason), or in case the Program is cancelled or its dates are changed. **GEO assumes no responsibility for such losses or penalties for any cancellation or change to the Program.**

For more information about Trip Cancellation or CFAR Insurance, contact GEO or visit the [GEO website](#). There are timing requirements related to the purchase of such insurance that necessitate timely action on your part.

### **Paying with Financial Aid or Scholarships**

If I am a Financial Aid or Scholarship recipient, I acknowledge that it is my responsibility to arrange for my Financial Aid/Scholarship funds to apply to the GEO fees outlined above. I understand that because of deadlines associated with contractual obligations incurred by GEO related to the Program, there is the 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 GEO payment deadlines.

### **Late Payments**

I understand that I am expected to pay all fees associated with my participation in the Program by the posted due date(s). 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 all such fees in full, ASU may refer me to an outside collection agency with late fee assessment continuing monthly until paid in full.

## **Withdrawing from the Program**

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I must submit notice of my withdrawal from the Program in writing to GEO by email, mail or in person. The date of withdrawal is the regular business day on which my written withdrawal notice is received by GEO.

### **Fee Refund Schedule**

**GEO is not able to guarantee, and DOES NOT guarantee, that any portion of the fees owed to or submitted to GEO will be removed or refunded if I withdraw from the Program for any reason. *The later I withdraw from the Program, the higher my financial obligation to the Program is likely to be.***

If GEO has paid or encumbered funds on my behalf at the time of my withdrawal from the Program, I am not entitled to a refund of those funds unless and until the third party to which GEO has paid or encumbered such funds reimburses GEO or releases GEO from the financial obligation.

If I withdraw from the Program for any reason, I understand and agree that GEO will not be responsible for any personal expenses or losses incurred as a result of my withdrawal (e.g., flights, excursions, etc.).

**I further understand that I will be subject to the following refund schedule:**

If I withdraw:	I must pay:
After I submit my application, but 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 GEO Administrative Fee</li> <li>• Any non-recoverable fees already charged to me, or funds encumbered on my behalf, <b><u>up to the full Program Fee</u></b></li> </ul>
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 GEO Administrative Fee</li> <li>• \$100 College Administrative Fee</li> <li>• Any non-recoverable fees already charged to me, or funds encumbered on my behalf, <b><u>up to the full Program Fee</u></b></li> </ul>
After the Program officially begins	<ul style="list-style-type: none"> <li>• \$50 Application Fee</li> <li>• Full Program Fee</li> </ul>

It may take a significant amount of time for GEO to identify all non-recoverable costs; a refund amount may not be determined or posted to my ASU student account for up to 30 days after I withdraw from the Program.

### **Withdrawing from Classes**

After withdrawing from the Program, it is my responsibility to withdraw from all courses associated with the Program in order to avoid any tuition charges and/or to prevent failing grade(s) being issued, subject to the terms of the [ASU course withdrawal policy](#).

I understand that any request for a tuition refund must be submitted directly to the ASU Tuition Payment Office in accordance with established ASU policies.

### **Financial Aid and Scholarships**

If I am a Financial Aid or Scholarship recipient, I acknowledge that it is my sole responsibility to contact Financial Aid and Scholarship Services immediately upon my withdrawal from the Program, as withdrawal may affect my Financial Aid package.

## **Program Cancellation**

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If the Program is cancelled, GEO will notify me by email.

### **Fee Refund Schedule**

**GEO is not able to guarantee, and DOES NOT guarantee, that any portion of the fees owed to or submitted to GEO will be removed or refunded if the Program is cancelled.** *The amount I owe to GEO for my cancelled Program depends on a number of variables, including the timing of Program cancellation, the reason(s) for Program cancellation and the amount of non-recoverable costs already paid on my behalf.*

## **FORCE MAJEURE CANCELLATION**

If the Program is cancelled due to circumstances beyond the control of ASU, regardless of whether such circumstances were foreseeable (including, but not limited to, pandemic, mass health issues or disease, border closures or other government-imposed travel restrictions, quarantine restrictions, lockdowns, strikes or labor difficulties, civil tumult, natural disasters, war, terrorism, etc.), I understand that I may not be entitled to a refund of any GEO fees. In such cases, if GEO has paid or encumbered funds on my behalf at the time of Program cancellation, GEO cannot return those funds to me unless

and until the third party to which GEO has paid or encumbered such funds reimburses GEO or releases GEO from the financial obligation. In all cases, GEO will make every reasonable effort to reduce my financial liability as much as possible.

**In cases where the Program is cancelled due to circumstances beyond the control of ASU, I further understand that I will be subject to the following refund schedule:**

<b>If the Program is cancelled:</b>	<b>I must pay:</b>
Before I confirm my participation in the Program	N/A
After I confirm my participation in the Program, but before the Program officially begins	<ul style="list-style-type: none"><li>Any non-recoverable fees already charged to me, or funds encumbered on my behalf, <b><u>up to the full Program Fee</u></b></li></ul>
After the Program officially begins	<ul style="list-style-type: none"><li>\$50 Application Fee</li><li>Any non-recoverable fees already charged to me, or funds encumbered on my behalf, <b><u>up to the full Program Fee</u></b></li></ul>

## **IF ASU CANCELS THE PROGRAM FOR REASONS OTHER THAN FORCE MAJEURE**

If ASU cancels the Program before the Program's official start date due to circumstances that are within the control of ASU (i.e., not a force majeure cancellation, which is addressed above), I will receive a full refund of all GEO fees I have already paid. If the Program is cancelled after it officially begins, I understand that I may not be entitled to a refund of any of those GEO fees.

**I further understand that I will be subject to the following refund schedule:**

<b>If the Program is cancelled:</b>	<b>I must pay:</b>
Before the Program officially begins	N/A
After the Program officially begins	<ul style="list-style-type: none"><li>\$50 Application Fee</li><li>Any non-recoverable fees already charged to me, or funds encumbered on my behalf, <b><u>up to the full Program Fee</u></b></li></ul>

It may take a significant amount of time for GEO to identify all non-recoverable costs; a refund amount may not be determined or posted to my ASU student account for up to 30 days after the cancellation of the Program.

If the Program is cancelled for any reason, I understand and agree that GEO will not be responsible for any personal expenses or losses incurred as a result of Program cancellation (e.g., flights, excursions, etc.).

### **Withdrawing from Classes**

If the Program is cancelled, it is my responsibility to withdraw from all courses associated with the Program in order to avoid any tuition charges and/or to prevent failing grade(s) being issued, subject to the terms of the [ASU course withdrawal policy](#).

I understand that any request for a tuition refund must be submitted directly to the ASU Tuition Payment Office in accordance with established ASU policies.

## **Financial Aid and Scholarships**

If I am a Financial Aid or Scholarship recipient, I acknowledge that GEO will notify Financial Aid and Scholarship Services on my behalf, as Program cancellation may affect my Financial Aid package.

## **Medical and Compassionate Withdrawals**

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I may request and be considered for a medical or compassionate withdrawal from the Program in extraordinary cases in which a serious illness, injury or other specific significant event prevents me from participating or continuing in the Program. All such requests are subject to the terms and conditions outlined in the [GEO Medical Withdrawal Policy and Procedures](#) and the [GEO Compassionate Withdrawal Policy and Procedures](#).

**I HAVE READ AND I UNDERSTAND THESE PAYMENT AND WITHDRAWAL POLICIES. I HAVE HAD THE OPPORTUNITY TO ASK QUESTIONS ABOUT THESE POLICIES AND TO HAVE MY OWN COUNSEL REVIEW THEM.**

**I UNDERSTAND AND ACKNOWLEDGE THAT IT IS MY RESPONSIBILITY TO MAKE THE CONTENTS OF THIS AGREEMENT KNOWN TO THOSE WHO HAVE ANY FINANCIAL RESPONSIBILITY FOR OR ARE OTHERWISE FINANCIALLY INVOLVED IN ANY PROGRAM PAYMENTS ON MY BEHALF (e.g., parents, relatives, financial institutions).**

**I ACKNOWLEDGE THAT I AM SUBJECT TO THE TERMS OUTLINED ABOVE.**