

## Study Abroad Office Payment and Withdrawal Policies

### NAME OF FACULTY-DIRECTED PROGRAM

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

### Study Abroad Fee Payment Details

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#### SAO Application Fee

I understand that the 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 will pay the \$50 Application Fee by the posted due date.

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.

#### SAO Program Fee

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

#### SAO Fee Payment Schedule

The SAO 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 sign the <a href="#">Acknowledgment of Application</a> and due on the 25th of the next month
Program Fee	\$ XX	May 25, 2017*
<b>TOTAL</b>	<b>\$ XX</b>	

*\*This due date is for students who choose one single Program Fee charge. After the status of my online Program application has been changed to Accepted I will have the option to split my Program Fee into two equal charges, provided I select this option by the date indicated within my Program application. If I choose this option, the second Program Fee charge will be due on June 25, 2017.*

#### Additional ASU Fees

I understand that I will be charged [standard ASU registration fees](#) when enrolling in the Program course(s), including the Technology Fee and Financial Aid Trust Fee. In addition, I understand that certain courses at ASU require students to pay special class fees (e.g. foreign language courses) and certain ASU colleges and schools charge students an additional program tuition/fee in order to maintain enrollment in the major (e.g. W. P. Carey, Ira A. Fulton Schools of Engineering).

#### Paying with Financial Aid or Scholarships

If I am a Financial Aid or Scholarship recipient, I acknowledge that it is my 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 incurred by the SAO 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 Program 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 fees in full, ASU may refer me to an outside collection agency with late fee assessment continuing monthly until paid in full.

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

## **Withdrawing from a Study Abroad Office Program**

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Withdrawal from the Program must be done in writing to the SAO by email, mail, or in person. The effective date of withdrawal is the regular business day during which my written withdrawal request is received by the SAO.

### **SAO Fee Refund Schedule**

**The SAO is not able to guarantee, and DOES NOT guarantee, that any portion of the fees owed to or submitted to the SAO will be removed or refunded if I withdraw myself 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 the SAO has paid or encumbered funds on my behalf prior to my withdrawal from the Program, I am not entitled to a refund of those funds unless and until the third party reimburses the SAO or releases the SAO from the financial obligation. It may take a significant amount of time for the SAO to be able to determine a final Program Fee amount for a withdrawn participant; the total amount owed may not be determined or posted to the withdrawn participant's ASU student account for up to 30 days after the conclusion of the Program.

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

<b>If my written withdrawal notification is submitted to the SAO:</b>	<b>I must pay:</b>
Before I confirm my participation in the Program	\$50 Application Fee
After I confirm my participation in the Program, but on or before March 8	\$50 Application Fee \$400 SAO Administrative Fee Any non-recoverable fees already charged to me, or funds encumbered on my behalf, <u>up to the full Program Fee</u>
After I confirm my participation in the Program and after March 8	\$50 Application Fee \$400 SAO Administrative Fee \$100 College Administrative Fee Any non-recoverable fees already charged to me, or funds encumbered on my behalf, <u>up to the full Program Fee</u>
After I confirm my participation in the Program and after the Program officially begins	\$50 Application Fee Full Program Fee

### **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](#).

### **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 withdrawal from the Program, as withdrawal may affect my financial aid package.

### **Medical and Compassionate Withdrawals**

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](#).

## **Program Cancellation**

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If the Program is cancelled before the Program's official start date, I will receive a full refund of all SAO fees I have already paid. I understand and agree that the SAO will not be responsible for any personal expenses or losses incurred as a result of Program cancellation, including, but not limited to, airfare, passport and visa fees.

If the Program is cancelled after the Program's official start date, I may not be entitled to any refund of SAO fees. It may take a significant amount of time for the SAO to be able to determine if a refund is possible in such cases; 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.

The 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 the SAO assumes no responsibility for such losses or penalties.**

**By signing below, I certify that I have read these Study Abroad Office Payment and Withdrawal Policies in their 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 signing 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 Program payments (e.g. parents, relatives, financial institutions). I acknowledge that I am subject to the terms outlined above.**