



# Study Abroad Payment and Refund Policies

## Exchange Programs

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

### SAO Fee Payment Details

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All Exchange Program participants are required to pay a **\$50 Application Fee**, a **\$400 SAO Administrative Fee**, an **International Travel Service Fee**, and a **Carbon Offset Fee** as a condition of participation. These fees are described below.

#### Exchange Program Fees

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

##### **Application Fee**

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 Exchange Program application.

I understand that the \$50 Application Fee is refundable only if the status of my online Exchange Program application is changed to *Denied*.

##### **Administrative Fee**

After being accepted to participate in the Exchange Program, and upon confirming my participation in the Exchange Program, the SAO will charge a \$400 Administrative Fee to my ASU student account.

I understand that the \$400 Administrative Fee is refundable only if the status of my online Exchange Program application is changed to *Denied*.

##### **International Travel Service Fee**

After confirming my participation in the Exchange Program, the SAO will charge an International Travel Service Fee to my ASU student account in the amount of \$3 per day. This fee includes the cost of the international health and accident insurance provided by ASU as well as several additional services and resources provided by the SAO. The amount of my International Travel Service Fee is based on the number of days of the Exchange Program and will be charged to my ASU student account after I have confirmed my participation in the Exchange Program.

I understand that the International Travel Service Fee is refundable only if the status of my online Exchange Program application is changed to *Denied* or if the Exchange Program is cancelled for the term in which I applied to participate.

## **Carbon Offset Fee**

The SAO will charge a Carbon Offset Fee to my ASU student account, upon confirming my participation in the Exchange Program. This fee is added to all ASU-sponsored air travel and is intended to mitigate ASU's carbon emissions.

I understand that the Carbon Offset Fee may be refundable if I withdraw from the Exchange Program or if the Exchange Program is cancelled, depending on the timing of my withdrawal or cancellation.

## **ASU Tuition and Fees**

I understand that I will be charged [standard ASU tuition and registration fees](#) when enrolling in the study abroad placeholder course (SAO 196/596), including the Financial Aid Trust Fee. In addition, I understand that certain ASU colleges and schools charge students an additional program tuition/fee in order to maintain enrollment in the major (e.g. Barrett, W. P. Carey, Ira A. Fulton Schools of Engineering).

## **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. The SAO strongly advises that I inform myself fully of all cancellation and refund policies for any arrangements I make independently (i.e., housing, meal plans, excursions, etc.) in connection with my Exchange Program before making any financial commitments related to these arrangements. **The SAO assumes no responsibility for any of these independent expenses that I incur in connection with my Exchange Program.**

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

## **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 SAO fees outlined above. I understand that because of deadlines associated with contractual obligations incurred by the SAO related to the Exchange 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 Exchange Program until after the SAO payment deadlines.

## **Late Payments**

I understand that I am expected to pay all fees associated with my participation in the Exchange 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.

## **SAO Fee Refund Schedule**

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**The SAO is not able to guarantee, and does NOT guarantee, that any portion of the fees that I owe to or submit to the SAO will be removed from my account or refunded to me if I withdraw from my Exchange Program, or if the Exchange Program is cancelled for any reason.**

If the SAO has already paid or encumbered any funds on my behalf for Exchange Program expenses at the time of my withdrawal or Exchange Program cancellation, I am obligated to pay the amount encumbered or paid by the SAO unless and until the third party to which the SAO has paid such funds or for which the SAO has encumbered such funds reimburses the SAO or releases the SAO from the financial obligation.

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

<b>If I withdraw or the Exchange Program is cancelled:</b>	<b>I must pay the SAO:</b>
After I sign the <i>Acknowledgment of Application</i> , but before I confirm my participation in the Exchange Program	<ul style="list-style-type: none"> <li>• \$50 Application Fee</li> </ul>
After I confirm my participation in the Exchange Program, but before the program officially begins	<ul style="list-style-type: none"> <li>• \$50 Application Fee</li> <li>• \$400 Administrative Fee</li> </ul>
After the Exchange Program officially begins	<ul style="list-style-type: none"> <li>• \$50 Application Fee</li> <li>• \$400 Administrative Fee</li> <li>• Carbon Offset Fee</li> <li>• International Travel Service Fee*</li> </ul>

*\*The SAO may reduce the International Travel Service Fee charged to or owed by the participant, at the SAO's sole discretion, based on the number of days between the published Exchange Program start date and the date of the participant's withdrawal.*

## **Exchange Program Withdrawal or Cancellation**

Notice of 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 my written withdrawal statement is received in the SAO. The SAO will notify my host institution of my change in status; the host institution may request additional follow up action from me. Any refunds for payments made directly to the host institution will be at the discretion of the host institution and in accordance with the policies of the host institution.

***The later I withdraw from an Exchange Program, the higher my financial obligation is likely to be.***

### **Withdrawing from Classes**

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>. Any request for a tuition refund must be submitted directly to the ASU Tuition Payment Office in accordance with established ASU policies.

After withdrawing from the Exchange Program, or if the Exchange Program is cancelled, it is my 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](#).

### **Financial Aid and Scholarships**

If I receive financial aid and withdraw from the Exchange Program, it is my responsibility to contact the Student Financial Aid Office immediately, as withdrawal may affect my financial aid package. If the Exchange Program is cancelled, the SAO will notify the Student Financial Aid Office on my behalf.

## **Medical/Compassionate Withdrawals**

Because of the heightened risk inherent in international travel at this time, ASU will process medical and compassionate withdrawal requests in 2021 for ASU courses only. No refunds will be generated by the SAO for any Exchange Program related charges associated with a medical or compassionate withdrawal.

**I HAVE READ AND I UNDERSTAND THESE STUDY ABROAD PAYMENT AND REFUND 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 EXCHANGE PROGRAM PAYMENTS ON MY BEHALF (e.g., parents, relatives, financial institutions).**

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