Study Abroad Payment and Withdrawal Policies

Exchange Programs

By signing and submitting this Study Abroad 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.

SAO Fee Payment Details

All participants in an Exchange Program (the “Program”) are required to pay a $50 Application Fee, a $400 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 the 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 Fee and Procedures 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.

Administrative Fee

After being accepted to participate in the Program, and upon confirming my participation in the 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 Program application is changed to Denied or if the Program is cancelled.

International Travel Service Fee

After confirming my participation in the Program, the SAO will charge an International Travel Service Fee to my ASU student account. This fee includes the cost of several services and resources provided by the SAO. The amount of my International Travel Service Fee is based on the number of days of the Program and will be charged to my ASU student account after I have confirmed my participation in the Program.

I understand that the International Travel Service 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.

Carbon Offset Fee

The SAO will charge a Carbon Offset Fee to my ASU student account, upon confirming my participation in the 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 Program or if the 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, flights, etc.) in connection with the 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 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 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. The SAO assumes no responsibility for such losses or penalties for any cancellation or change to the 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 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 SAO 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
Notice of withdrawal from the Program must be submitted in writing to the 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.

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 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 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 the SAO has paid or encumbered such funds reimburses the SAO or releases the SAO from the financial obligation.

If I withdraw from the Program for any reason, I understand and agree that the SAO will not be responsible for any personal expenses or losses incurred as a result of Program cancellation (e.g., airfare, housing, meal plans, etc.).

Last updated: December 2020
I further understand that I will be subject to the following refund schedule:

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<thead>
<tr>
<th>If I withdraw:</th>
<th>I must pay:</th>
</tr>
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<tbody>
<tr>
<td>After I sign the <em>Acknowledgment of Application</em>,</td>
<td>• $50 Application Fee</td>
</tr>
<tr>
<td>but before I confirm my participation in the Program</td>
<td></td>
</tr>
<tr>
<td>After I confirm my participation in the Program,</td>
<td>• $50 Application Fee</td>
</tr>
<tr>
<td>but before the program officially begins</td>
<td>• $400 Administrative Fee</td>
</tr>
<tr>
<td>After the Program officially begins</td>
<td>• $50 Application Fee</td>
</tr>
<tr>
<td></td>
<td>• $400 Administrative Fee</td>
</tr>
<tr>
<td></td>
<td>• International Travel Service Fee*</td>
</tr>
<tr>
<td></td>
<td>• Carbon Offset Fee</td>
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</tbody>
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*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.*

**Withdrawing from Classes**

After withdrawing from the Program, it is my responsibility to withdraw from the study abroad placeholder course (SAO 196/596) 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.

**Program Cancellation**

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.

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.

I understand and agree that the SAO will not be responsible for any personal expenses or losses incurred as a result of Program cancellation (e.g., airfare, housing, meal plans, etc.).

**Withdrawing from Classes**

If the Program is cancelled, it is my responsibility to withdraw from the study abroad placeholder course (SAO 196/596) 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 the SAO will notify Financial Aid and Scholarship Services on my behalf, as Program cancellation may affect my Financial Aid package.

**Medical and Compassionate Withdrawals**

ASU will process medical and compassionate withdrawal requests in 2021 only through established ASU procedures. The review and consideration of requests are at the discretion of the respective ASU college. No
refunds will be generated for any Program-related charges associated with a medical or compassionate withdrawal.

I HAVE READ AND I UNDERSTAND THESE STUDY ABROAD 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.