

University of Wisconsin – River Falls Fees, Deposit and Payment Schedule Applicant Cancellation and Refund Policy UWRF Program Cancellation Policy and Agreement

Fees

A nonrefundable application fee is charged to accepted applicants of education abroad programs. UW-System insurance is required for programs taking place outside the United States. UWRF also charges an Office of International Education (OIE) administrative fee (study abroad fee).

The program fee is defined as the comprehensive education abroad fee charged to the student, inclusive of tuition. This program fee is listed as the *billable subtotal* on individual program pages.

Deposit and Payment Schedule

A deposit (applied to the cost of the program) is required during the application process. If a participant is not accepted into the program the deposit is refunded. Once participants are accepted, they must commit to the program **within 5 business days. Once a participant commits, the deposit is nonrefundable.** Without the deposit, an application is not binding, and the program may withdraw the application and grant admission to other applicants. An application is considered complete, and is reviewed for acceptance, once all application items have been submitted and marked as complete.

Final payment is due prior to beginning the program. Refer to program fees on individual program pages for specific costs.

Applicant Cancellation and Refund Policy

Participants who withdraw their application after being accepted to a program are responsible for the application fee.

Participants who withdraw their application, or are terminated due to administrative ineligibility, after committing to a program are responsible for the application fee, the OIE administrative fee and any additional costs incurred on the participant's behalf. The refund schedule below outlines costs for participants in UWRF faculty-led and center-based programs, based on withdrawal/termination date:

- *31+ days prior to program start date:* education abroad application fee, OIE administrative fee, and non-recoverable costs (such as airfare for programs that include group flights)
- *15 - 30 days prior to program start date:* education abroad application fee, OIE administrative fee, 50% of the program fee, as well as non-refundable costs accrued on the student's behalf that exceed the cancellation percentage

- *1 - 14 days prior to program start date:* education abroad application fee, OIE administrative fee, 75% of the program fee, as well as non-refundable costs accrued on the student's behalf that exceed the cancellation percentage
- *On or after the official program start date:* education abroad application fee, OIE administrative fee, and 100% of the program fee

NOTE: For center-based programs and faculty-led programs that do not include airfare, the start date is the official program start date abroad. For faculty-led programs that include airfare, the start date is the official departure date.

NOTE: For exchange programs, any refundable amounts are in consultation with the overseas partners for expenses paid directly to them. UWRF tuition refunds are generally not granted once the exchange is underway because the tuition funds are utilized to host the incoming international student. Any student emergency refund request would be considered by the UWRF Refund Request Working Group.

NOTE: Exceptions and amendments will be considered by the UWRF Refund Request Working Group on a case-by-case program basis, particularly for programs sponsored by other organizations.

NOTE: Participants in non-UWRF programs are subject to the cancellation and refund policies of that program.

Under no circumstances will any refund requests be considered for participants who have completed a program.

Withdrawing from this program may affect federal, state, or institutional financial aid.

University of Wisconsin-River Falls Program Cancellation Policy

The University of Wisconsin-River Falls considers participant safety its highest priority. Therefore, UWRF reserves the right to cancel any UWRF education abroad program in a location considered unsafe by the University.

If UWRF cancels a program for safety reasons, the University will make every effort to refund recoverable costs to the participants. Certain costs may be expended on behalf of participants before the program begins and may not be recoverable. Students should consider purchasing trip cancellation insurance.

Agreement

If I withdraw my enrollment in the program, I will immediately notify the Office of International Education in writing.

I understand withdrawing from this program may affect federal, state, or institutional financial aid. It is my responsibility to discuss withdrawal with the financial aid office.