

## Study Abroad Withdrawal and Cancellation Policy

### Policy 820

Date: January 27, 2003

This policy covers the study abroad program fee. Any deposit that will be used toward the program fee is covered by this policy. This policy also covers procedures that must be followed concerning the decision to cancel a program and actions that the faculty member will take in the event of program cancellation.

Students may also be required to pay security deposits that are not part of the program fee. Generally security deposits are refundable if no damage has been done. Security deposits are not covered by this policy.

Students will incur other costs related to the study abroad program that are not covered by this policy. These other costs might include Virginia Tech tuition and fees, the cost of meals, inoculations, visas, transportation costs paid directly by the student, etc. See Virginia Tech policies concerning tuition refunds.

University policies concerning withdrawal from courses are in effect.

**Student Withdrawal Prior to Departure (Program is not cancelled):** A student who decides to withdraw from a study abroad program must notify the program leader in writing as soon as possible. The student should assume that any deposit paid toward the program fee would not be refunded. Money committed or spent on behalf of the student prior to his or her withdrawal is also not refundable. Money paid in excess of the program deposit and not yet committed or spent will be refunded within one-month of the conclusion of the program.

**Student Withdrawal after Departure (Program is not cancelled):** A student who decides to withdraw from a study abroad program after it has left the United States must notify the program leader in writing as soon as possible. The program leader must then notify the College and University. It is likely that all or most of the program fee will be committed or spent by the time the program begins. Money paid in excess of the deposit and not yet committed or spent will be refunded within one-month of the conclusion of the program. The student should be aware that after withdrawing from the program, he or she will not have access to lodging, meals and other services dedicated to program participants. If the program fee included air transportation, the student will be given the return airline ticket. The student should be aware that airlines have restrictions and costs associated with changing a return flight and the student will be responsible for all additional costs and delays associated with such a change.

**Student is dismissed from Program (Program is not cancelled):** Each participant is a registered student at Virginia Tech and is subject to University rules and regulations, including University Policies for Student Life, and the Virginia Tech Honor System or Graduate Honor System (whichever applies), and the Study Abroad Code of Conduct.

Failure to abide by these requirements and those of the program may result in dismissal from the program and/or other penalties. Financially, a student who is dismissed from the program will be treated in the same way as a student who withdraws from the program. (See Student Withdrawal Prior to Departure and Student Withdrawal After Departure).

**Program is Cancelled Prior to Departure:** Using input from sources such as the faculty program leader and the US State Department, the Dean of the college may decide to cancel a study abroad program if the program is not financially viable, if the program must travel to locations that are unreasonably dangerous, or for other reasons. Program modification will be used rather than cancellation when practical.

Money committed or spent on behalf of the students prior to program cancellation is not refundable. Every effort will be made to return as much money as possible to students in the event of program cancellation but it is unlikely that a full refund can be made. It is likely that there will be a delay in making any refund. This delay might exceed one month.

**Abnormal Program Ending (Program is Cancelled/Modified After Departure):** Using input from sources such as the faculty program leader and the US State Department, the Dean of the college may decide to prematurely end a study abroad program if continuing poses an unreasonable risk to the participants and for other reasons. The program leader may also make modifications to the program itinerary or other changes as he or she deems in the best interest of the participants. Program modification will be used rather than cancellation when practical. If the travel program is cancelled, the program leader will try to arrange for continuation of academic portion but this may not be possible.

Money committed or spent on behalf of the students prior to program cancellation is not refundable. Every effort will be made to return as much money as possible to students in the event of program cancellation but it is unlikely that a full refund can be made. Since revisions to flights and other schedule changes will increase costs, it is possible that no refund will be made. It is likely that there will be a delay in making any refund. This delay might exceed one month.

## Change Log

Date Change:	Change By:	Summary of Change