

## **General Guidelines**

Your request to withdraw and potentially receive a refund must be made in writing by letter or email, sent to the program leader(s), and the CEHD Global Education Program Coordinator. In the petition, please include your reasons for withdrawing from the program, such as finances, time conflict, academic reasons, or illness. Upon notification of your intent to withdraw from the program, your program leader(s) and the program coordinator will update your record. It is your responsibility to withdraw from any course(s) related to the program, as you would with your regular campus courses. The university policies regarding tuition and fees when you drop a course will apply.

The College of Education and Human Development has no control over airline payment and refund policies. If you withdraw from the program after airfare is purchased, you need to contact the airline carrier regarding its refund policy. If a program is canceled due to unforeseen circumstances (i.e. natural disasters, war or civil unrest, posting of U.S. State Department Travel Warning, pandemic, etc.), all efforts will be made to recover any funds already expended on your behalf.

## **Requesting a Waiver of the Withdrawal Penalties**

If you are facing a personal or medical hardship, you can petition to have the withdrawal penalty reduced. Please initiate the request through your program leader and the program coordinator by providing a written explanation regarding the reason for the withdrawal with as much detail as possible.

## **Program Fee Reimbursement**

After the program is over, any residual funds that are \$100 or less per student will be retained by the Office of the Dean in the College of Education and Human Development. These funds will only be used towards supporting future global education programs.

## **Summary**

| <b>Drop Dates (withdraw after these dates)</b>  | <b>Drop Fees</b>   |
|---|--|
| <ul style="list-style-type: none"><li>● April 15<sup>th</sup> – Fall term experience</li><li>● November 15<sup>th</sup> – Spring term experience</li><li>● March 15<sup>th</sup> - Summer term experience</li></ul> | \$500 non-refundable deposit, plus any unrecoverable expenses* |
| <ul style="list-style-type: none"><li>● May 15<sup>th</sup> - Fall term experience</li><li>● December 15<sup>th</sup> - Spring term experience</li><li>● April 15<sup>th</sup> - Summer term experience</li></ul>   | \$500 non-refundable deposit, plus all program fees            |

*You may have not been charged by the deadline, but the charge will show up on your Texas A&M Student's account later.*

*\*Unrecoverable expenses are the payments made on your behalf towards the program costs. These may include hotel reservations, tickets to cultural events, and in-country transportation. The unrecoverable costs will increase as the program gets closer to departure because many of these items have to be purchased in advance. If you must withdraw, we recommend that you send your written request to your program leader and the global education program coordinator in the college **as soon as possible**.*

## Acknowledgement

### **I AGREE TO AND UNDERSTAND THE FOLLOWING:**

If I withdraw from the program as a result of my failure to comply with passport, visa, or legal status requirements within my control in a timely manner, the College of Education and Human Development will not refund any of my program fees.

If awarded funds by the College of Education and Human Development, I am responsible for returning it if I withdraw from the program.

If I am using federal financial aid and withdraw from my program, it is my responsibility to contact the Scholarships and Financial Aid Office, as my withdrawal may affect my financial aid package.

If I (Q-) drop or am removed from the affiliated course(s), I am responsible for all unrecoverable expenses incurred on my behalf according to the cancellation fee schedule and will be removed from my global education program.

If the program is cancelled due to an act of war or terrorism, a State Department warning or other circumstances that make the program location unsafe, all fees not already spent on behalf of the student will be refunded.

I have read and electronically (for international programs) signed the "Terms of Participation for Students" and understand that I may be dismissed from the global education opportunity for a violation of these terms, conditions set forth in the Texas A&M University Student Rules, dropping below the minimum GPR requirement, and/or the laws of the United States and/or your host country/institution. **I understand that any expenses related to my dismissal or my withdrawal will be my sole responsibility.**

I understand that, as soon as I **Commit (Confirm my participation)** to my program, the College of Education and Human Development may immediately begin to pay for my program expenses or encumber funds on my behalf for that purpose. As a result, I am undertaking a financial obligation to the College of Education and Human Development and any third parties to pay my program fees in full regardless of whether I participate in the program. If I withdraw from my program at any time or for any reason after I have committed, the College of Education and Human Development may not be able to refund any of my program fees, above and beyond the non-refundable deposit fee.

**I have received and read the Withdrawal Policy for my Global Education program. I accept the terms as stated therein and agree to adhere to them.**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_