

# Office of International Education and Development

APPALACHIAN STATE UNIVERSITY

## FACULTY-LED EDUCATION ABROAD PROGRAMS

### PROGRAM CANCELLATION AND REFUND POLICY

#### **Program Cancellation:**

If a student cancels his/her participation in the program due to withdrawal from the University or any other reason(s), he/she still remains obligated to pay any payment(s) scheduled to be paid prior to and/or on the date of the official cancellation notice. The initial deposit is non-refundable regardless of the official date of cancellation. A student will not be responsible for scheduled payments that follow the official date of his/her cancellation.

To officially and effectively cancel program participation, the student must inform the faculty program leader(s) in writing, with copy to the Director and Program Coordinator of Faculty-led Education Abroad.

Failure to abide by the schedule of payments (making late payments or no payments) does not constitute an official cancellation on the student's part, and he/she will be responsible for making all payments scheduled prior to the date of written cancellation notice, including payments owed ON the date of written cancellation.

If a student withdraws from the program, the cancellation policy above will apply and he/she will be responsible for the amount owed regardless of financial aid eligibility. Because a withdrawal for any reason may put a student at risk of financial loss, he/she may wish to consider purchasing trip cancellation insurance. The UNC system-wide insurance provider, HTH, offers trip cancellation insurance (Trip Protector Plan). For more information about HTH benefits and enrollment conditions, please consult their website: [www.hthtravelinsurance.com](http://www.hthtravelinsurance.com).

#### **Refund Policy:**

**Standards of Conduct:** If a student is excluded from a faculty-led education abroad program for reasons of a violation of Appalachian State University Standards of Conduct, the student will be sent home at his or her own expense and will not receive a refund of tuition, fees, or expenses.

**Program Changes:** Short-term faculty-led education abroad programs are subject to modification or cancellation because of natural disasters, political instability, insufficient participation, or other causes. If one of these situations occurs, students may not have any

fees or expenses refunded. Program fees and charges are based on current airfares, lodging rates, and travel costs, which are subject to change and students are responsible for these differences. If a student leaves or is excluded from a program for any reason, there will be no refund of fees paid or expenses incurred.

**Programs Returning with Account Balance:** If the remaining balance in a program account exceeds \$150 per student participant, that amount will be returned to the student. The refund will be credited to the participant's university student accounts after it is determined that all program expenses have been covered. If the remaining balance is \$149.99 or less per participant, no funds will be refunded to the student.