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# Study Abroad Withdrawal Policy

## Faculty Led Programs

Withdrawal from a Faculty Led study abroad program must be submitted **in writing** to the CPP Office of Study Abroad (OSA) by email (from the applicant's CPP account), mail, or in person. The date of withdrawal is the regular business day during which a written withdrawal statement is received in the OSA.

OSA is not able to guarantee, and does NOT guarantee, that any portion of the fees owed, or submitted to OSA will be removed or refunded if you withdraw from the program for any reason. CPP pays many sub-contractors for the educational services provided to participants in CPP study abroad programs (including, without limitation, housing, entry fees, educational tours/activities, in-program transportation, etc.) and these sub-contractors have varying payment and refund policies. In many cases, OSA is required to make large payments (or encumber significant funds) on behalf of a participant well in advance of the program start date, before OSA has charged the participant's CPP student account, and/or before the participant has submitted payment. If OSA has already paid or encumbered funds on your behalf at the time of withdrawal, you are obligated to pay the amount encumbered or paid by OSA unless and until the third party reimburses OSA or releases OSA from the financial obligation. *The later you withdraw from a Faculty Led program, the higher your financial obligation to the program is likely to be.*

Due to the many variables involved, fees owed to OSA are calculated on a case-by-case basis for withdrawn participants, based on the following:

1. All participants in a Faculty Led program are required to pay a \$500 Deposit Fee. The Deposit Fee is **NON-REFUNDABLE** and **NON-TRANSFERABLE**, unless OSA cancels the program, or the applicant is involuntarily withdrawn from selected program. In such event, OSA may remove, or refund the full Deposit Fee charge at OSA's sole discretion; *the student may not defer the Deposit Fee to a different or future program.*
2. Faculty Led program participants pay a Program Fee as a condition of participation. In the case of withdrawal, final Program Fee amounts vary based upon the timing of the withdrawal.
  - a. If an applicant withdraws from a Faculty Led program after being accepted to participate and confirming his/her participation, the participant will be liable for the non-refundable \$500 Program Deposit, and any fees already charged to, or encumbered on behalf of, the participant that are non-recoverable, up to the full Program Fee.
  - b. a participant withdraws from a Faculty Led program after the program officially begins, the participant is responsible for the non-refundable \$500 Program Deposit, as well as the full Program Fee charges.
  - c. If a participant is placed on probation or dismissed from CPP after application/acceptance/confirmation to the program, the participant is responsible for withdrawing from the Program as soon as possible. The participant will be liable for all non-refundable and non-recoverable costs up to the full Program Fee.
  - d. It may take a significant amount of time to determine a final Withdrawal Fee amount for a withdrawn participant, depending on a number of variables. OSA endeavors to provide final Withdrawal Fee amounts as soon as possible after a participant's withdrawal, though a final amount may not be determined or posted to the withdrawn participant's CPP student account until as late as 30 days after the conclusion of the program.

3. OSA strongly advises that Faculty Led program participants purchase fully refundable airline tickets and/or trip cancellation insurance to safeguard against losses or penalties should the participant withdraw for any reason (including failure to obtain a visa or any other personal reason), or should a program be canceled or its dates changed. **OSA assumes no responsibility for such losses or penalties.**
4. After withdrawing from the Faculty Led program, it is the participant's responsibility to withdraw from any courses associated with the program to avoid any tuition charges or failing grade(s) being issued, subject to the terms of [CPP Course Withdrawal](#).
5. If a participant receives financial aid and withdraws from a Faculty Led program, the participant must contact the Office of Financial Aid & Scholarships immediately, as withdrawal may affect the participant's financial aid package.
6. In limited circumstances, participants may submit a [Request for Documented Medical/Compassionate Withdrawal from a Study Abroad Program](#), subject to the terms and conditions outlined in the [OSA Medical/Compassionate Withdrawal Policy](#).
7. Any funds due to OSA will remain on the participant's CPP student account blocking registration in future semesters and issuance of transcripts until such debt is discharged.

- I AM OVER THE AGE OF EIGHTEEN (18) YEARS AND AM COMPETENT TO EXECUTE THIS AGREEMENT.
- I HAVE READ AND I UNDERSTAND THIS STUDY ABROAD WITHDRAWAL POLICY.
- IT IS MY RESPONSIBILITY TO MAKE THE CONTENTS OF THIS POLICY KNOWN TO THOSE WHO HAVE ANY FINANCIAL RESPONSIBILITY FOR OR ARE OTHERWISE FINANCIALLY INVOLVED IN ANY STUDY ABROAD PROGRAM PAYMENTS (e.g. parents, relatives, financial institutions).
- I ACKNOWLEDGE I AM SUBJECT TO THE TERMS OUTLINED ABOVE:

**Full Name Printed:**

**Signature:**

**Date:**