

## **Xavier Cancellation (before or during a program)**

### **Program Cancellation due to external circumstances (e.g. political turmoil, environmental disaster, pandemic)**

Xavier University may, at its sole discretion, determine that circumstances within the foreign country may require the cancellation of a study abroad program within a given country. In the event that the university cancels a study abroad program, the university will provide the student with as much advance notice as possible and will make every effort to refund recoverable costs. The university will also assist the student in determining a plan to complete the academic work for the program.

### **Program Dismissal**

There will be no refund of any program fees if a student is dismissed from a study abroad program for any reason by the university. Tuition credit may be refunded based on the university tuition refund schedule and policy.

## **Student Withdraw (before or during the program)**

Students may only withdraw from a study abroad program by submitting the withdrawal notice in writing via email to the Center for International Education. These email notifications must be sent to [studyabroad@xavier.edu](mailto:studyabroad@xavier.edu). A telephone call or in-person office visit is not sufficient notification of withdrawal. Notification must be written by the student.

After acceptance into a study abroad program, all associated fees are generally non-refundable. The costs are collectively negotiated for the purpose of reducing expenses and most are paid in advance for all participants. As a result, there is no guarantee of a refund.

Students who leave a study abroad program before that program's official completion are fully responsible for all costs associated with leaving the program and/or returning to the United States. Tuition credit may be refunded based on the university tuition refund scheduled and policy.

Exceptions may be possible on a case-by-case basis and will only be considered if:

- The reason for the refund is involuntary call to active U.S. military duty, death of the program participant, death of an immediate family member, emergency involving an immediate family member that requires the program participant's presence at home, or severe illness of the program participant that prohibits overseas travel;
- The program participant must email the Director of Study Abroad to officially request the refund and include official documentation attesting to the reason for the refund request;
- All official refund request emails must provide evidence of situation for the withdraw within 14 days of initial notification to be considered.

## Refunds

### Tuition

When a withdrawal notice is received by the Center for International Education, a tuition credit may be refunded based on the [university's tuition refund schedule and policy](#). If the withdrawal happens before the program starts, a 100% refund will be given for the tuition portion of the study abroad fees.

Study abroad programs that are less than 3 weeks long follow the Summer Intersession schedule. This includes winter break and spring break programs.

Study abroad programs that are at least three weeks or more follow the Summer Session I and II schedule.

### Program Fees

After acceptance into a study abroad program, all associated fees are generally non-refundable. The costs are collectively negotiated for the purpose of reducing expenses and most are paid in advance for all participants. As a result, there is no guarantee of a refund.

Upon program confirmation, the study abroad application fee and deposit are non-refundable.

If a student withdraws from a study abroad program, a percentage of the program fee owed will be added to the student's account based on the date at which they officially withdraw from the program in accordance to when Bursar bills are published, not the start date of the program.

Students will owe 50% of the program fee, if the withdrawal is between the published study abroad application deadline and 31 days before the Bursar bill is published.

Students will owe 100% of the program fee, if the withdrawal is 30 days or fewer before the Bursar bill is published.

Bursar Bills are published according to [this calendar](#).