

Semester Study Abroad Programs: Cancellation, Withdraw and Refund Procedure

Xavier Cancellation (before or during a program)

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

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 tuition and fees if a student is dismissed from a study abroad program for any reason by the university and/or study abroad program.

Student Withdraw and Financial Implications (before or during a 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. A telephone call or in-person office visit is not sufficient notification of withdrawal. Notification must be written by the student.

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

If a student, who has been accepted into a study abroad program, chooses to withdraw from the program prior to departure, the student will be financially responsible for all tuition and fees for the study abroad program based on the program/program provider's cancellation and withdrawal policies.

If the student plans to register for non-study abroad courses for that semester instead, they will be billed for those credits in addition to any amount that is owed to the study abroad program.

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 Education Abroad to officially request the refund and include official documentation attesting to the reason of 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.
- The University will make every effort to refund recoverable costs. Unrecoverable costs will not be refunded.

**Students who elect the Tuition and Mandatory Fee (TRP) insurance may be able to receive a refund for their semester abroad for medical reasons. The TRP insurance will cover up to 85% of the tuition and mandatory fees for any student who might suffer a serious illness or accident and has the need to take a medical leave before the semester is completed. Room and board are not covered. This product is offered to minimize the risk of financial loss in the case of withdrawal for medical or mental health reasons.*