

# University of Notre Dame International and Off-Campus Study Programs Summer Programs

## WITHDRAWAL FEES

Upon signature of the confirmation form, a student is confirmed to participate in a summer study abroad program.

This is a contract. If the student chooses to withdraw from the program after submitting the confirmation form, he/she will incur a withdrawal fee of \$500 and will also be charged for any non-recoverable costs, such as prepaid housing arrangements or tickets.

Exceptions: Withdrawal fee may be waived at the discretion of the Director in the case of serious health problems or family emergencies. Both the processing fee and non-recoverable expenses will appear as a charge on the student's on-campus account.

## POLICY ON WITHDRAWALS

Students who have been accepted for international study may not elect to cut short their periods of residence abroad once they have confirmed their intention to participate. This policy is rooted as much in the University's educational philosophy as it is in the nature and timing of financial obligations contracted by Notre Dame on behalf of program participants. Withdrawals from International Study Programs are possible under a limited set of circumstances, but students and their parents should be aware of deadlines and procedures to be followed, as well as the potential costs associated with early departures from international study programs. This document outlines deadlines, procedures and policies relating to withdrawals. Please read it carefully, retain a copy for your files, and return a signed copy to the ISP Office **in 152 Hurley Building**.

### Withdrawals Prior to the Beginning of a Program

Students are responsible for all non-recoverable expenses made on their behalf after confirming and prior to participating in a program. The likelihood of incurring such expenses increases as the departure date approaches. The nature and amount of these expenses will vary according to the program involved. All non-recoverable deposits, fees, and other expenses will be charged to the student's campus account. Students must inform the Director of Office for International Studies (OIS) and the Program Coordinator *in writing* of their intention to withdraw.

### Withdrawals from International or Off-Campus Program Sites

Written permission is required for formal withdrawal from international programs once students have arrived on site. Students must submit a petition, in writing, to the Director of OIS, which clearly states the reason(s) for withdrawal. Petitions are granted only for family emergencies, serious illness, or compelling personal or academic reasons that the student may have been unaware of prior to departure. Withdrawals are effective only when approved, in writing, by the Director in consultation with relevant staff. All courses taken for credit abroad or off campus must be completed, or specific arrangements made locally for their completion, prior to the student's departure.

Successful petitioners are responsible for all non-recoverable financial obligations made on their behalf by the University.

### Cancellation/Termination of Programs

The University's first priority is the safety and well being of its students away from Notre Dame. In the unlikely event that a program must be canceled or shortened due to unforeseen conditions or international emergencies, students will be fully assisted in their departure from the study site. Logistical arrangements will be made as appropriate, with no financial penalty to the student.

### Returns for Disciplinary and Behavioral Reasons

Students may be withdrawn at any time from study abroad programs at the University's initiative for disciplinary or behavioral reasons. Such initiatives will be handled on a case-by-case basis in coordination with the Office of Residence Life.

**I have read and understand the University's Policy on Withdrawals from International and Off-Campus Study Programs:**

Student's name (please print): \_\_\_\_\_

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

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

Parent or guardian's signature: \_\_\_\_\_

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

International Study Program:

\_\_\_\_\_

Summer:

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