

OFFICE OF INTERNATIONAL STUDIES POLICY ON WITHDRAWALS

Students who have been accepted for either semester or academic year programs of international or off-campus study may not elect to cut short their periods of residence 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 Notre Dame's 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 *financial and academic implications* associated with early departures from international or off-campus 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 **152 Hurley Building** (Angers, Athens, Berlin, Bologna, Brazil Programs, Dublin [Trinity and UCD], Fremantle, Innsbruck [CESP], Kampala, Leuven, Perth, Rome ICCS, Russia Programs, Santiago, Toledo, Washington, D.C.), or **153 Hurley Building** (Asia Programs, Cairo, Cambridge, London, Monterrey, Oxford, Paris, Puebla, Rome).

WITHDRAWAL FEES FOR SEMESTER & YEAR LONG PROGRAMS

Signature of confirmation constitutes a contractual agreement to participate in an off-campus program for the duration of the study term including final examinations. If the student chooses to withdraw or leave early, he/she will incur a withdrawal fee and possible academic consequences, including loss of academic credits.

- 1) During the 1st 90 days after signing confirmation letter: \$200.00 and all non-recoverable costs.
- 2) Between 90 days and one month before departure: \$500.00 and all non-recoverable costs.
- 3) One month before departure, or less: \$750.00, and all non-recoverable costs (e.g. prepaid lodging, tuition, airline tickets, ground transportation).
- 4) Once on site, students who leave the program before its completion, including students who leave after the first semester of a yearlong program, are subject to a \$1,000 withdrawal fee and all non-recoverable costs (e.g. prepaid lodging, tuition, airline tickets, ground transportation).

The withdrawal fee may be waived at the discretion of the Director in the case of serious health problems or in the event of emergencies. Students will still be responsible for any non-recoverable costs. Both the processing fee and non-recoverable expenses will appear as a charge on the student's on-campus account.

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. All non-recoverable deposits, fees, and other expenses will be charged to the student's campus account. Students must inform the relevant program director *in writing* of their intention to withdraw. They should also contact their departmental advisor, the Dean's office of the college in which the student is enrolled, the Office of Residence Life, and the Registrar's Office to arrange for registration and housing, if available, for the coming semester at Notre Dame. On-campus housing is not guaranteed for students who withdraw. If a student is receiving financial aid, the student should also contact the Office of Student Financial Services (Financial Aid and Student Accounts).

Withdrawals from International or Off-Campus Program Sites

Written permission is required for formal withdrawal from international or off-campus programs once students have arrived on site. Students must submit a petition, in writing, to the Director of the International and Off-Campus Study Programs, which clearly states the reason(s) for withdrawal. Petitions are granted only for 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 relevant program director in consultation with relevant staff. In accordance with the Academic Code Articles 5.1 and 14.1, off-campus courses and examinations must be completed as

scheduled prior to the student's departure from the study site in order to earn academic credit.

Successful petitioners are responsible for all non-recoverable financial obligations made on their behalf by the University. In addition, students who leave the program before its completion, including students who leave after the first semester of a yearlong program, are subject to a \$1000 processing fee to help defray costs associated with their unexpected departure from a program. This fee may be waived at the discretion of the Director in cases such as serious health problems or emergencies. Both the processing fee and non-recoverable expenses will appear as a charge on the student's on-campus account. The University cannot guarantee residence hall space, nor can it guarantee admission to classes or enrollment at the University, for students returning from abroad. Students are urged to contact their respective Deans, departmental advisors, and the Office of Residence Life as soon as possible after their petition for withdrawal has been approved.

Policy on 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 withdrawal fees applied to the student.

Policy on Dismissals for Disciplinary and Behavioral Reasons

Students may be dismissed at any time from study abroad programs at the University's initiative for disciplinary or behavioral reasons or for other violations of University policy. Such initiatives will be handled on a case-by-case basis in coordination with the Office of Residence Life. Students may be liable for full withdrawal fees and all non-recoverable costs, at the University's discretion.

Application to Federal Title IV Assistance

Students receiving University and/or Federal Title IV financial assistance who withdraw from off-campus programs and are not able to enroll on the main campus within the first 60% of the credit period are not entitled to the use or benefit of University and/or Title IV funds beyond their withdrawal date. Such funds shall be returned promptly to the entity that issued them, on a pro rata basis, and will be reflected on the student's University account.

This Withdrawal Regulation may change subject to federal regulations. Examples of the application of tuition credit calculation are available from the Office of Student Accounts upon request.

I have read and understand the University's Policy on Withdrawals from study abroad and off-campus programs:

Student's name (please print): _____

Signature: _____

Date: _____ Program Name: _____

Period of Study: _____