

## **Faculty-Led Refund and Cancellation Policies**

All course promotional materials must include a refund and cancellation policy, which should be agreed upon by the Faculty Group Leader and the Office of International Program's Coordinator for Faculty-Led/Group Programs.

### **REFUNDS**

Upon completion of course and payment of all program expenses, balance of program fees will be processed as follows.

If final balance includes program fees in excess of \$50.00 per student, each participant will receive a refund check. Refund amounts will be determined by dividing the excess program fees by the number of course participants.

Excess program fees that do not exceed a \$50.00 minimum per student will be retained and applied to program fees for the same course the following year. If the same course is not planned for the following year, the balance may be applied to cover the costs of another course going to the same location from the same academic department. If neither of these applies, the balance may be applied to cover the costs of a faculty-led study abroad course of the academic department's choice.

### **CANCELLATION**

Applications and a non-refundable deposit deadline will be agreed upon by the Faculty Group Leader and the Coordinator for Faculty-Led/Group Programs, as required to cover initial program fees. This deadline and a mutually agreed upon course payment schedule will be included in all promotional materials.

If enrollment minimums are not met for the course by the deposit deadline, all participants will receive a full refund for the deposit amount and no additional fees will be assessed. However, participants should assume that deposits are non-refundable when applying. If enrollment minimums are met by the deposit deadline, the course will proceed as planned and all deposit money will be applied to the program fees on that date.

### **Withdrawal**

All participants are expected to pay program fees according to the payment plan publicized. Failure to do so may result in dismissal from the course. In this case, only recoverable program fees will be refunded.

Participants wishing to withdraw from a course should do so in writing by submitting the faculty-led course withdrawal form to the Coordinator for Faculty-Led/Group Study Abroad. This form can be found at <http://www.k-state.edu/oip/students/documents/withdraw.pdf> and is also available in the study abroad office. All recoverable program fees will be refunded to any participant who withdraws. However, any fees that have already been applied and cannot be recovered by the Office of International Programs will not be refunded to the participant.

The \$150 OIP administrative fee will not be refunded unless the participant's withdrawal is a result of a personal or physical emergency, as determined by the Coordinator for Faculty-Led/Group Programs and the Director of Study Abroad.