



### *due to Student Drop or Withdrawal Prior to Study Away Departure*

1. Student contacts study abroad program director of need to withdraw from study away program. This request needs to be made in writing and the date of receipt is to serve as the official "withdrawal date" for the purposes of the [UGA Study Away Refund Policy](#). If student fails to communicate their withdrawal to Program Director, but simply drops their classes or are withdrawn for non-payment, this date becomes the official "withdrawal date".
2. Program Director notifies student to drop (or withdraw) from both the academic and SABD courses in [Athena](#) (prior to the end of Add/Drop and/or withdrawal deadlines)
  - a. [UGA Academic Calendar](#)
3. Program Director notifies the Office of Global Engagement of student decision to withdraw and requests facilitation of a refund by completing the [online withdrawal form](#).
4. Program Director notifies student that withdrawal will be processed in accordance with the [Study Away Withdrawal Policy](#).
5. OGE Finance office notifies student of the percentage of the Program Fee and the exact amount to be charged to the student based on the UGA Study Away Withdrawal Policy.
6. Program Director changes student status to "**Withdrawn**" in the StudyAway Portal.
7. OGE Finance coordinates with Student Accounts to charge student the portion the Program Fee balance due, according to StudyAway withdrawal/refund [policy](#).
8. Other eligible tuition/fee refunds processed per [Student Account Refunds policy](#).
9. Student will make final payments due to UGA via Student Accounts.

If a student is withdrawing during the official program dates and after the official withdrawal deadlines, Program Director, OGE shall coordinate with student and Student Affairs regarding Hardship Withdrawal situations: [honesty.uga.edu/Student-Appeals/Process](https://honesty.uga.edu/Student-Appeals/Process).