



Office of Global Engagement

UNIVERSITY OF GEORGIA

Study Away Program Withdrawal Policy

- Once a student commits to a UGA study away or domestic field study program he/she is required to pay a **Program Deposit** and a **Program Fee**. Payment of this Program Deposit will be acknowledged in writing. The Study Away Program Withdrawal Policy will be in effect for any withdrawals after the Program Deposit has been paid. Upon the receipt of the Program Deposit, the Program will begin incurring costs on behalf of the student with the understanding that he/she has now committed to paying the full Program Fee and has voluntarily assumed financial responsibility for said program costs. The Program Fee includes direct expenditures made on his or her behalf and indirect expenditures made to support the study away Program.
- Program Deposits are non-refundable unless a student is not accepted to the Program or the Program is canceled by the University. In these cases the full Program Deposit will be refunded.
- A committed student who withdraws from a Program must notify the Program Director in writing via UGA email. The date of the withdrawal e-mail will serve as the official date for the purposes of this policy. Based on this policy, the student will receive a refund or will be billed the applicable Program Fee according to the schedule shown in the table below. This schedule is applicable to withdrawals made voluntarily by the student for any reason or to withdrawals that are not student initiated, for instance, due to academic or disciplinary misconduct/performance issue while in Athens or while traveling.

Timeline of Student Withdrawal ¹	Program Fee Student is Financially Responsible to Pay ²
120 to 90 days prior to the program departure date	25%
89 to 60 days prior to the program departure date	50%
59 to 15 days prior to program departure date	75%
14 days to program departure date and at any time during the program	100%

¹ A student will be notified in writing via UGA email as each deadline approaches.

Additional Information

- UGA will not provide refunds of any monies paid by students to outside institutions, organizations, or entities (e.g., tuition for direct enroll programs, host institution housing, third-party program providers, such as API, ISA, etc.). Students should contact the outside institution, organization, or entity with questions regarding refund policies.
- If the program is cancelled by the University due to an act of war, terrorism or another unforeseen crisis (e.g., a natural disaster) and a US State Department travel advisory level 3 or 4 has been issued for the destination location (for international programs), all Program Fees paid to UGA will be refunded - all Program-related charges will be removed from the UGA student account and the deposit refunded.
- If the Program is cancelled by the University due to insufficient student enrollment, then all Program Fees paid to UGA will be refunded - all Program-related charges will be removed from the UGA student account and the deposit refunded.
- If a student is to withdraw from a UGA study away Program due to individual course cancellations, and being unable to take other available courses in the Program, all Program Fees paid to UGA will be refunded - all Program-related charges will be removed from the UGA student account and the deposit refunded.
- Refunds of tuition are subject to the [UGA Tuition and Fee Refund Policy](#).
- Students may appeal applied charges only after the charge has been posted to the student account and no later than the last day of the study away Program the student has withdrawn from. The appeal should consist of a detailed letter explaining the basis of the appeal along with any pertinent supporting documentation. The appeal must be submitted in writing to the Office of Global Engagement Appeals Committee via email at studyaway@uga.edu. Student will be notified in writing via UGA email of receipt of the appeal. All appeals will be reviewed. Appeal decisions will be made within 30 days of receipt. Additional documentation may be required to complete the appeal.
- **For international programs only:** Medical withdrawals within 30 days of the Program start date may be covered by the benefits provided under the [UGA International Health & Travel Insurance](#). Students are responsible for the submission of appropriate paperwork to the insurance provider.

² *The Program Fee assessed under the Study Away Program Withdrawal Policy may not be immediately posted to the student account at the time of withdrawal. However, the student is still financially obligated to pay the Program Fee based on the percentages listed above when the Program Fee is posted to the student account by the University. Failure to pay may result in schedule cancellation.*