

Short-term Study Abroad Program Withdrawal and Refund Policy - Faculty/Staff and Community Members

Any faculty/staff or community member who withdraws from a short-term study abroad program must notify the International Programs and Services Office in writing (internationalprograms@uvawise.edu).

Refund Policy

Participants are considered in committed status for participation when a deposit for a Short-term Study Abroad Program deposit is received. Participants in committed status are financially obligated to program costs, and refunds for withdrawals will follow the refund schedule in this policy. A potential refund will be calculated on the date a participant notifies the International Programs and Services office.

Deposits

All program deposits are non-refundable, in addition to any non-refundable portion of airfare, if applicable. The study abroad deposit is only refundable when:

- a program is canceled before the program start date by the College
- a participant is denied a visa/travel authorization permit by the host country
- a medical condition or other unforeseen circumstance prevents a participant from participating in the program (documentation is required)

Refund Schedule*

- 120 days prior to the program start date: 100%
- 90 days prior to the program start date: 75%
- 60 days prior to the program start date: 50%
- 45 days prior to the program start date: 25%
- 44 – 1 days prior to the program start date: 0%

*Note: any non-refundable charges incurred by the College will be deducted from the refund.

Participant Dismissal Policy

There are circumstances under which UVA Wise has the authority to dismiss a participant from an education abroad program. The circumstances of dismissal include, but are not limited to:

- Participants whose conduct does not comply with all rules, regulations, and standards of conduct issued by UVA Wise.
- Participants whose conduct violates the laws and standards of their host country or any country which they travel to during the program.
- Situations in which the behavior of the participant causes their presence in the program to jeopardize the reputation of UVA Wise, the participation of others in the program, or the safety of the student or other participants.

Participants dismissed from the program will be responsible for the costs of their return transportation and will not be entitled to a refund of any fees, dues, tuition, or payments of any kind that have been paid in connection with their participation in the Program.