

## Study Abroad Withdrawal and Refund Policy

### Withdrawals

Because study abroad is an opportunity for profoundly enriching experiences that may not be available later in life, we hope that no student will withdraw unless it is absolutely imperative.

If you are contemplating a withdrawal, we urge you to discuss this with the SUNY CORTLAND International Programs Office and the overseas director (if after program start) before you make a final decision. We may be able to help find solutions to academic, financial, or personal problems that will allow you to remain in the program.

If you decide to withdraw from your program after the program commences, a request must be submitted in writing to the overseas director as well as to the SUNY CORTLAND International Programs Office documenting the reason for the withdrawal. All requests should include any extenuating circumstances. Approvals of a withdrawal will be considered on a case-by-case basis. This also applies if you withdraw from a course on the program if it changes the overall number of credits you are earning in a summer or winter program or if the course withdrawal brings you below 12 credits for a semester program.

If a withdrawal is approved, grades will indicate an X (withdrawal from the course(s)). Students that withdraw without approval may be subject to a failing grade in the overseas course(s).

Students that withdraw from semester programs are subject to their home campus withdrawal policies and may be required to withdraw from their home campus for the semester and will need to be readmitted.

Financial Aid Recipients that withdraw may also be obligated to repay any financial aid awards that have been received in support of their participation and may be liable for unrecoverable expenses associated with their study abroad program. Semester students must maintain 12 credits and summer students must maintain six credits to retain financial aid.

## Refunds

When you agree to participate on a SUNY Cortland study abroad program, which you indicate by submitting a deposit and by accepting the offer of admission in your online application; you agree to pay all International Program Fees and Tuition charges that are specified on the program budget.

Regardless of when a student withdraws, the student will be responsible for paying any costs that cannot be recovered by SUNY Cortland or that SUNY Cortland may still be required to pay on the student's behalf, in addition to the non-refundable deposit paid upon acceptance.

If a student withdraws from a program after its starting date, he/she should not expect to receive a refund of any program fees, differentials, or other charges and, depending on the rules of the host university and may not receive a refund of SUNY tuition.

If the student has made payments directly to the host institution or their affiliates, any refunds will be subject to their refund policy.

Tuition refunds will be subject to regular university tuition refund policies, however, please be aware that dates for tuition refunds may not align with program dates. If tuition is refunded, the student may see the SUNY Cortland International Program fee increased to accommodate for the tuition differential and the amount of unrecoverable expenses.

### **Other SUNY Students:**

Students from another SUNY campus are responsible for notifying both the SUNY CORTLAND International Programs Office and their home campus of their decision to withdraw. Tuition refunds are subject to the rules and regulations of the home campus.

### **Non-SUNY Students:**

Students from an institution outside SUNY are responsible for notifying both the SUNY CORTLAND International Programs Office and their home institution of their decision to withdraw. Tuition refunds are subject to the rules and regulations of SUNY Cortland.