

## **IPE Departmental Program Withdrawal Policy**

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This document provides information and directions for withdrawal from University of Washington departmental study abroad programs. The policies herein apply to persons who have submitted a signed payment contract for participation in a UW departmental study abroad program.

### **Withdrawal Instructions**

To formally withdraw from a UW departmental study abroad program, you must do the following, in writing:

1. Submit a signed withdrawal form to the UW Office of International Programs and Exchanges (see <http://ipe.washington.edu/forms/WithdrawDefer.pdf>).
2. Provide notice in writing to the program director that you will no longer be participating in the program for which you have signed a contract and accepted a slot.
3. Your withdrawal date is considered the date (business day) your withdrawal paperwork is received by the UW Office of International Programs and Exchanges.

### **Policies Concerning Financial Responsibility**

Consult your program brochure or exchange contract for program-specific details on withdrawal and payment dates and policies. Unless stated otherwise in program materials, any student deciding to withdraw from a program for which they have submitted a signed payment contract will be subject to the following refund policy:

- Any student withdrawing from the program prior to 4 months of the program start date will be responsible solely for the non-refundable \$350 deposit.
- Any student withdrawing from the program within 4 months of the program start date will be responsible for 25% of the total program fee.
- Any student withdrawing from the program within 2 months of the program start date will be responsible for 50% of the total program fee.
- Any student withdrawing from the program within 1 month of the program start date will be responsible for 75% of the total program fee.
- Withdrawal after a program begins involves the loss of the entire program fee.

Under no circumstances will any fees be refunded for withdrawals after the start of the program. Students will be responsible for paying any charges posted to their account by the designated due date, as well as late fees incurred for late payment. Any reimbursements of program fees will be credited to student accounts once a withdrawal has been processed. Typical withdrawals are processed 4-6 weeks from receipt of complete withdrawal paperwork.

### **Emergency Withdrawal**

Students withdrawing due to physical and/or mental debilitation, death or serious illness in the immediate family, severe financial hardship or other extenuating circumstances beyond their control may be eligible for emergency withdrawal. If you believe that you fall into this category, you may obtain a petition from <http://ipe.washington.edu/forms>. To petition for emergency withdrawal, please carefully follow the directions on the emergency withdrawal form and submit the form, signed, *with supporting documentation* to the UW Office of International Programs and Exchanges as soon as possible once you determine that you need or want to withdraw.

Successful petitions for emergency withdrawal will remove you from the program and *may* make you eligible for a full or partial refund of certain program fees. Any refunds for emergency withdrawal will be based on the date and circumstances of your withdrawal, the amount of money already spent or committed on your behalf for the program, and the likelihood that your vacated spot on the program can be filled by another student.