

**Center for International Studies and Programs
Study Abroad Office
5500 University Pkwy, CE-356
San Bernardino CA. 92407**

Approved by Council for International Affairs:

November 1, 2013

Withdrawal and Refund for Study Abroad Programs Fee Procedure

Withdrawals

Because of the extensive commitments made by the State on each student's behalf, withdrawal before and after departure is a very serious matter.

Students withdrawing from a Study Abroad Program must complete a Withdrawal Notification Form along with the Reimbursement Form and submit them to the Study Abroad Office. Forms should be completed and submitted within 90 days of withdrawal from the study abroad program.

IMPORTANT: Students are responsible to drop their class(es) through their MyCoyote. Failure to drop class(es) may result in failing grades in all courses. Financial aid recipients should contact the Financial Aid Office immediately, if they are using financial aid funds to pay for their study abroad program.

In all cases of withdrawal and disenrollment, students assume full responsibility for their return to their home, and thereby remove all liabilities and responsibilities from CISP representatives and staff, California State University San Bernardino and the trustees of the California State University.

Refund of Program Fees

Refund Procedures are as follows:

1. Cancellation of the program by CSUSB before program begins: Full refund with the exception of any unrecoverable deposits from International host institution/agency.

Examples of reasons for CSUSB to cancel study abroad programs

- a. International natural disasters at host country
- b. Local natural disaster
- c. Travel warning on host country
- d. Declaration of war against USA
- e. USA declaration of war against host country

- f. Break-out of an epidemic
- g. Death of the faculty in charge of the program
- h. Political unravel which could have an impact on the study abroad program
- i. Terrorism attacks which could have an impact on the study abroad program

2. Cancellation of the program by CSUSB while program is on-site: No refunds

Examples of reasons for CSUSB to cancel study abroad programs

- a. International disaster
 - b. Travel warning on host country
 - c. Declaration of war against USA
 - d. USA declaration of war with host country
 - e. Break-out of an epidemic
 - f. Death of the faculty in charge of the program
 - g. Death of a student when there is evidence other students are at-risk
 - h. Political unravel which endangers the security of students
 - i. Terrorism attacks which could endanger the security of students
3. Death of the student: the program cost will be refunded, excluding application fee and any portion of the program cost which is unrecoverable* (pre-paid meals, pre-paid room reservation deposits, excursions, etc.). Refund will be returned to the student's estate.
 4. Death of an immediate family member (mother, father, brother, sister, spouse, legal guardian), the program cost will be refunded, excluding application fee and any portion of the program costs which are unrecoverable* (pre-paid meals, pre-paid room reservation deposits, excursions, etc.).
 5. Call to active duty military service: the program cost will be refunded, excluding application fee and any portion of the program costs which are unrecoverable* (pre-paid meals, pre-paid room reservation deposits, excursions, etc.).
 6. Students who withdraw or are dis-enrolled after initial orientations, but prior to the beginning of instruction, the program cost will be refunded, excluding application fee and any portion of the program cost which is unrecoverable* (pre-paid meals, pre-paid room reservation deposits, excursions, etc.).
 7. If a student withdraws from a study abroad program after the instructional program officially begins, no funds will be refunded.
 8. If a student is required to withdraw from a study abroad program for academic or conduct reasons after the program officially begins, no funds will be refunded. "Any additional costs incurred will be paid by the student, including but not limited to hotel, and flight itinerary changes."
 9. Students are mandated by the CSU to purchase the CSU Travel Insurance for all study abroad programs. Students will receive full refunds for CSU Travel Insurance when

cancellations are made 5 days before departure. No refunds will be made for CSU Travel Insurance for cancellations after departure.

- 10. Students in any program who choose **NOT** to participate in a program activity, either mandatory or non-mandatory, (such as a field trip, excursion, cultural event, etc.) will **NOT** be refunded any portion of the program cost.
- 11. CSUSB tuition refunds will follow campus refund policy.

Determinations concerning eligibility for refunds and the amount and date of refunds shall be made at the discretion of the Director, Center for International Studies and Programs.

I have read and understand these program rules and procedures.

Print Name: _____

Signature: _____ **Date:** _____