

## POLICY ON REFUNDS SHORT TERM PROGRAMS

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The Office of International Programs works diligently to provide a quality academic short term experience for Cedarville students. Most programs with which we contract services require deposits and payment for a minimum number of students. Because of this, the following policy has been adopted. The only exception for the non-refundable deposit and confirmation fee is when Cedarville or the contracting organization would cancel a program. In that situation any money collected will be put back into your student account.

- A **refundable \$200 deposit** is required for all Cedarville University academic short term programs. The deposit is due by December 1. Students who are applying to the program after the stated deadline must include the deposit with their application. For most trips the deposit is refundable until February 1. For any BCA program the deposit is not refundable after December 31.
- Regular payments as set forth in the payment form for each program are required. We do have some flexibility with dates, but the program fee for each program must be paid in full before departure. If you are using financial aid for the trip, it probably will not be available until July or August. You are still responsible to pay your program fee by the assigned payment dates. You can reimburse yourself when your financial aid actually arrives. There are no exceptions to this. If not paid, you will not be permitted to go on the trip and will still be financially responsible for any incurred expenses by Cedarville.
- If a student needs to drop out of a trip, a written explanation must be submitted to the Office of International Programs (OIP). If approved, a portion of the program cost will be refunded and credited to the student's account based upon the amount of money Cedarville has invested in the program and that is not recoverable to us. If not approved, no refunds will be given. Most of the program providers have an early January deadline. A few offer refunds as late as March 1. Students must **INFORM** The Cedarville University OIP **IN WRITING** of their decision to withdraw for any refund policy options to be initiated. The OIP will not accept verbal cancellations by phone or e-mail notification.
- The "official" program date is the date of departure for the program as specified for each short term program.
- "Special Charges" are any non-refundable tuition, housing, or other fees charged to or paid by Cedarville University to secure the student's place on the program. It is your responsibility to inquire as to the estimated non-recoverable costs incurred at the time of your withdrawal.
- You are encouraged to explore trip cancellation insurance which would cover you if you unexpectedly have to cancel your trip. See other side of this document for further explanation.
- You should maintain your own major medical insurance coverage from the United States while participated in a short-term program.
- Refunds for air transportation are subject to the rules & regulations of the appropriate airline or travel agency.

## Refund in case of cancellation

**If Cedarville University decides to cancel a program for safety and security reasons prior to its commencing:**

We will provide a full refund of all fees paid to CU for the program.

**If Cedarville University decides to cancel a program because of low enrollment:**

We will provide a full refund for all fees paid to CU for the program.

**If Cedarville University cancels a program for security reasons after it has started:**

Additional expenses related to bringing the participants home (or to another approved program location) will be borne by Cedarville University (for example, airline ticket change fees associated with early departures home or to a new program location).

Refunds of program fees paid to Cedarville University will be prorated and may be limited by non-recoverable contractual obligations. Students are encouraged to check the benefits and cost of an individual trip cancellation insurance policy.

Refund of tuition fees paid to Cedarville will depend on how much academic credit the student in the program will still be able to receive for work already completed or to be completed through alternative arrangements. Cedarville University will make every attempt to arrange with faculty and departments suitable alternatives to completing planned academic credit.

**If Cedarville University does not cancel a program but a student chooses to withdraw from it due to their perception of safety and security concerns or any other reason:**

The policy described on the reverse side of this document will apply.

**I have read and understand the policies described in this document and agree to them.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
If under 18, a parent or guardian must sign here

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

Please print:

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student I.D.

**This signed and witnessed document is due to Collins 22 along with the program application.**