



European Union Policy Studies Graduate Program Withdrawal, Refund, and Cancellation Policy

Withdrawal Policy and Process

If a student chooses to individually withdraw from any study abroad program after committing to participate, the student must complete the Study Abroad Withdrawal Form. The completed form must be submitted to the Center for Global Engagement via electronic or hard copy; verbal notification of withdrawal plans will not be accepted. Withdrawals are effective the same day that the Center for Global Engagement receives official documentation. Students failing to officially withdraw from the program by submitting the form will be considered enrolled in the program and will continue to be responsible for all program fees.

To submit in person or by mail: Center for Global Engagement, Holland Yates Hall, 2nd Floor

To submit via e-mail attachment: studyabroad@jmu.edu

Refund Process

A student who withdraws is responsible for changes to their account whether paid or unpaid at the time of withdrawal, according to the chart below, plus any non-recoverable costs already expensed on behalf of the student.

If cancellation or withdrawal is received:	\$1,750 Deposit	Housing	Program fee	Tuition
Prior to June 1 st	no refund issued	100% refund	100% refund	100% refund
Between June 1 st & the official start date	no refund issued	no refund issued	50% refund	100% refund
on or after the official start date	no refund issued	no refund issued	no refund issued	no refund issued

In the case of withdrawal after course registration but prior to the official start date, the student must cancel registration to cancel tuition charges. If withdrawal occurs anytime on or after the official start date, class registration will be cancelled by the CGE, and the student will be charged a combined fee equivalent to 100% of the tuition, room and program fee balance for **all three terms**. The CGE makes the final determination of any refunds.

Cancellation Policy

In some instances, the Center for Global Engagement may make the decision to cancel a program. If a program is cancelled due to insufficient enrollment, all program fees and tuition will be refunded. If a program is cancelled due to deteriorating security and safety conditions, including but not limited to, political unrest, natural disaster, or other catastrophic events beyond control, the CGE will refund any program costs that have not yet been disbursed. The CGE will make every effort to recoup costs already expensed on students' behalf, but may not be able to recover all funds. Prior to committing to a program, students must seek out any information related to safety, health, legal, environmental, political, cultural, and religious conditions in host countries to make the best-informed decision about participating on a program. For more information, please visit our [Travel Considerations](#) page.

Regardless of reason for cancellation, the application fee is non-refundable.



Student Information

Name

Student ID Number

School Email Address

Date of Birth

Full Program Name

Term

Intent to Withdraw

With my signature below, I officially submit my withdrawal from my currently-enrolled study abroad program. I have read and understand the Study Abroad Cancellation, Withdrawal, and Refund Policy and have read and understand the specific policies related to my program type. I acknowledge that I am responsible for charges related to my withdrawal, including both current charges as well as for charges billed as penalties for my withdrawal.

Student Signature

Date

To submit in person or by mail: Center for Global Engagement, Holland Yates Hall, 2nd Floor. To submit via e-mail attachment: studyabroad@jmu.edu. The official date of withdrawal is the date in which the CGE receives this form either via hard copy or e-mail.

Office Use Only

Date Received			
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