

## INTERNATIONAL STUDIES ABROAD REFUND POLICY Summer & Intersession Programs

All students enrolled in a USD International Studies Abroad Program are subject to the refund policy as outlined below.

All cancellations MUST BE SUBMITTED IN WRITING via email to the USD International Studies Abroad Office (international studies@sandiego.edu) in order for refunds to be issued on remaining refundable fees.

Complete payment for all international programs is due to USD 10 days prior to program start date.

## Breakdown of Refund Schedule

<u>Commitment Fee</u>: Upon application submissions, all students agree to a \$500 commitment fee charge placed on their USD Student Account. This \$500 commitment fee becomes non-refundable two weeks after the application deadline.

Program Fee: Refunds will be processed on a pro-rated basis according to the following schedule:

Refund if cancellation is received on or before:	Up to 2 weeks after application deadline	After 2 weeks and until 4 weeks after application deadline	After 4 weeks and until 6 weeks after application deadline	After 6 weeks and until 8 weeks after application deadline	After 8 weeks after application deadline
Commitment Fee (\$500)	100%	0%	0%	0%	0%
Program Fee (see program budget sheet)	100%	75%	50%	25%	0%

<u>Tuition</u>: Refunds will be processed on a pro-rated basis according to the following schedule:

Refund if cancellation is received	1 day Prior to	1 day After	3 days After	6 days	9 days After
on or before:	Program Start	Program Start	Program Start	After Program	Program Start
	Date	Date	Date	Start Date	Date
Tuition	100%	90%	75%	60%	50%

The application deadline will apply for refund purposes to all applications regardless of when the application is submitted.

No refunds will be issued 10 days after arrival, regardless of policy.

Upon written (emailed) request, all refunds will be posted to your USD Student Account. No refunds will be issued on-site at the program location.

Note: Refund requests due to student financial hardship or medical/family emergency will be handled on a case-by-case basis and will require additional documentation. This decision is made by the Director of International Studies Abroad. If you would like to submit a refund request due to a financial hardship or medical/family emergency, please email: <a href="mailto:kespiritu@sandiego.edu">kespiritu@sandiego.edu</a>