

Withdrawal Policy and Form

After you have been accepted to a study abroad program and paid the required deposit, you are considered an enrolled participant in that program. By making such payment you are expressing your intention to participate in the program, you are acknowledging that the deposit is non-refundable, and you are recognizing that you will be held responsible for some or all of the full program fee, even if ultimately you do not participate in the program, depending on when you formally withdraw from the program.

If you are considering withdrawing from a Study Abroad program for which you have already paid a program deposit, please review this policy and take the following steps:

1. Speak with the Center for Global Education, specifically your Study Abroad advisor. We may be able to help you find a way to still participate, even if withdrawing seems inevitable.
2. Review the withdrawal timelines and financial obligations below. *Remember: Program deposits are non-refundable.*
3. If, after speaking with the Center for Global Education, you still intend to withdraw, you must fill out and sign the Withdrawal Form section of this policy and form.

Withdrawals are not considered official and valid until a completed WITHDRAWAL FORM is received. Withdrawals will be effective on the date we receive your email with the Withdrawal Form attached.

If you withdraw ON or AFTER	then your financial obligation will be:
SUMMER PROGRAMS	
April 1	25% of program costs
April 15	50% of program costs
May 15 or Program Start Date (whichever is first)	100% of program costs
FALL or ACADEMIC YEAR	
July 1	25% of program costs**
August 1	50% of program costs**
On or after Program Start Date **Select Fall and AY programs begin in July or August. For these programs, 100% of program cost is owed on or after program start date.	100% of program costs

If you withdraw ON or AFTER	then your financial obligation will be:
WINTER	
November 1	25% of program costs
December 1	50% of program costs
December 20 or Program Start Date (whichever is first)	100% of program costs
SPRING	
November 1	25% of program costs
December 1	50% of program costs
On or after Program Start Date	100% of program costs
SPRING EMBEDDED	
January 1	25% of program costs
January 15	50% of program costs
On or after February 1	100% of program costs
*** Remember: For all Programs, deposits are non-refundable	

Withdrawal Form

Name: _____ RUID: _____

Program: _____ Term: _____

*I intend to withdraw from the above study abroad program, and I am aware of my financial obligations based on the **Withdrawal Policy**. I understand to officially withdraw and prevent further financial obligations, I must sign this form and submit this to the Center for Global Education via email – cgebusiness@global.rutgers.edu. My withdrawal date is based on the date this form is received by CGE.*

Signature: _____ Date: _____