

## Mason Global Education Office Withdrawal and Refund Policy

### **Non-Refundable Fees:**

All application deposits (\$200) are non-refundable.

The administrative fees (\$300 or \$500) for Exchange programs are non-refundable.

### **Program Withdrawals After Commitment:**

All cancellations or withdrawals from a program must be made in writing (email) to the Global Education Office (GEO). The date of the withdrawal will be determined by the date of written notification to GEO.

If a participant cancels or withdraws from a program for any reason voluntarily or involuntarily (including dismissal from Mason or the program) after committing to the program, the student will be assessed a **\$1,000 withdrawal penalty** in addition to being responsible for all application deposits and any **non-recoverable program financial obligations** made by GEO on the participant's behalf, up to the full program cost. Students who withdraw from an exchange program after paying their non-refundable administrative fee will have the \$300 or \$500 payment applied to their withdrawal penalty.

**Withdrawal after commitment for Global Career Accelerator program:** If a participant cancels or withdraws from the Global Career Accelerator program for any reason voluntarily or involuntarily (including dismissal from Mason or the program) after committing to the program, the student will be assessed withdrawal fees according to the following schedule:

- After commitment to participate in the program, the student will be assessed a \$200 withdrawal penalty.
- After the last day to drop (100% Refund) deadline at George Mason University, students will be assessed a \$1,800 withdrawal penalty.
- After the start of the Unrestricted Withdrawal Period students are 100% liable for program costs.

If a committed participant cancels or withdraws from any program **after the following dates** for any reason voluntarily or involuntarily (including dismissal from Mason or the program), the student will be **100% liable** for the full program costs:

Program Term	100% Liability Date
Fall Semester & Fall Semester of Academic and Calendar Year Programs	June 25
Fall Partner Internship Programs	June 25
Fall Build Your Own Internship Programs	August 1
Fall Global Career Accelerator	Fall Unrestricted Withdrawal Period
Winter Break Programs	November 10
Spring Semester Faculty-led Programs	November 10
Winter Break Build Your Own Internship Programs	December 1

Spring Semester & Spring Semester of Academic and Calendar Year (Global Partner Programs)	December 10
Spring Partner Internship Programs	December 10
Spring Break Programs	December 10
Spring Build Your Own Internship Programs	January 1
Spring Global Career Accelerator	Spring Unrestricted Withdrawal Period
Summer Programs	April 1
Summer Partner Internship Programs	April 1
Summer Build Your Own Internship Programs	May 1
Summer Global Career Accelerator	Summer Unrestricted Withdrawal Period

Withdrawal charges will be posted to student accounts in July for programs beginning in fall semester; in January for winter break, spring break and spring semester programs; and in April for summer programs. A withdrawn participant's financial obligation will not change regardless of whether program charges appear on their student account at time of withdrawal from the program.

If a participant receives a scholarship administered by GEO and then withdraws from their study abroad program at any time, the scholarship award will be removed from the student's account.

#### **Account Holds:**

GEO program participants are responsible for clearing all holds from their accounts that might prevent the Global Education Office from registering them for their study abroad program or placing program charges on their student accounts. Holds that prevent registration and posting of charges include, but are not limited to, student account, student health, parking services, academic advising, athletic advising, and university life holds. Any program participant who does not clear holds that prevent registration and charge posting by the start of their program will be dismissed from the program by GEO and be responsible for the full program fee.

#### **Program Cancellation by GEO:**

The Global Education Office reserves the right to make any changes or alterations to the program including itineraries and fees, in cases of emergency, low enrollment, changed conditions or in the interest of the group. Should the University cancel the program for any reason, all fees will be refunded, unless the cancellation is due to deteriorating security and safety conditions, including, but not limited to, political unrest, natural disaster, technological failures, or other catastrophes beyond its control. In such cases, the University will be able to refund only uncommitted and/or recoverable funds (lodging and/or meals, transportation deposits, airfare, and any other program-related recoverable expenses.)

In cases of program cancellation by GEO due to insufficient enrollment, accepted and committed students will be refunded their application deposit. Students who withdraw their participation prior to an official program cancellation notice will not receive a refund of their application deposit.

Applicants should review the GEO Program Payment and Financial Responsibility for billing, payments, deadlines, and financial aid information.

*\*This policy applies to all participants including recipients of financial aid, scholarships, VA Benefits, and/or loans.*

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