



**THE CATHOLIC UNIVERSITY OF AMERICA**  
**Center for Global Education - CUAbroad**

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## Education Abroad Cancellation and Withdrawal Policy

Participants in **all** education abroad programs administered by, or affiliated with, CUA must follow the following cancellation and withdrawal policies and guidelines that apply to both CUA and non-CUA participants and all programs, regardless of length. The Cancellation and Withdrawal Policy can be viewed online on the CUAbroad website at <http://cuabroad.cua.edu> under application guidelines, accepted students, financial matters, frequently asked questions and the online application.

**Written Notification of Withdrawal.** Participants who wish to cancel their intent to participate in a program **must provide official written notification by email**. The reasons for withdrawal from the program must be stated and supporting documentation must be provided. Participants themselves are responsible for this notification. Notification must come from the student's official Catholic University of America email account or an alternate email address on file with CUAbroad and at the time of application. *No verbal statements of withdrawal will be accepted as official.* Email notification should be sent to: [cua-cuabroad@cua.edu](mailto:cua-cuabroad@cua.edu).

**Effective Date.** The cancellation is effective as of the date the email was **received** by CUAbroad or the CUA School administering the program. Participants continue to accrue non-recoverable costs until official notification of withdrawal is received. Institutions paying on behalf of a non-CUA participant are responsible for all program fees until official notice of cancellation by the student is received by CUAbroad. It is the student's responsibility to also notify the institution paying their program fees of their withdrawal from the program.

**Deferral.** Participants who defer to another term rather than cancel from a program within 60 days of the start of the program remain responsible for the cancellation policy based on the deferred date. Students cannot defer to another term to avoid cancellation fees. Students who must withdraw from an education abroad program because they lack a passport and/or visa, are on State or Federal Probation and are not allowed to leave the U.S., or for any other legal reasons are held to the same withdrawal policies, procedures and penalties.

**Financial Obligation.** The application fee and the administrative fee for non-CUA programs are non-refundable except when the program is cancelled. The program deposit for all CUA programs (sponsored, co-sponsored, and exchanges) are also *non-refundable and applicable towards the full program cost* except when the program is canceled by CUAbroad or the CUA department administering the program. Students are responsible for following the cancellation & refund policy of the outside program provider.

CUAbroad and CUA Schools sponsoring education abroad programs reserve space on the program for the participant upon receipt of the non-refundable program deposit. At this point, the program sponsor incurs or commits to pay on behalf of the participant certain non-recoverable costs (such as housing payments and deposits, field trip pre-payments, fixed program costs, etc.). Therefore, any participant who cancels at any time after the application fee and program deposit has been received will be responsible for the following upon withdrawal from the program:

Cancellation Period	Cancellation Fee Amount Due
60 days or more	Up to the full program cost (based on non-recoverable expenses)
31-59 days	Minimum of \$2,500 - up to the full program cost (based on non-recoverable expenses)
30 days or less before program start date	Full program cost (no refund)