Student Withdrawal Policy

Students participating in programs sponsored by - directly administered by or affiliated with - CUA must follow the following withdrawal policies and guidelines. These guidelines are applicable to both CUA and non-CUA participants.

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 the Center for Global Education at the time of application. No verbal statements will be accepted.

Email notification should be sent to: cua-cuabroad@cua.edu or to the email address of the program contact person (program director).

Effective Date

Cancellation is effective as of the date the email was sent. Participants continue to accrue non-recoverable costs based on the chart below 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 CUA. It is the student's responsibility to also notify the institution paying their program fees of their withdrawal from the program.

Financial Obligation

The application fee and confirmation deposit for all programs (sponsored, co-sponsored, and exchanges) are non-refundable, as are the administrative fees for non-CUA programs, 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 departments sponsoring education abroad programs reserve space on the program for the participant upon receipt of the non-refundable confirmation 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 confirmation deposit has been received will be responsible for the program deposit in addition to the following, upon withdrawal from the program:

<table>
<thead>
<tr>
<th>Cancellation Period</th>
<th>Amount Due</th>
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<tbody>
<tr>
<td>60 days or more</td>
<td>Application fee and non-refundable deposit - up to the full program fee (based on non-recoverable costs)</td>
</tr>
<tr>
<td>31-59 days</td>
<td>$2,500 - up to the full program fee (based on non-recoverable costs)</td>
</tr>
<tr>
<td>30 days or less before program start date</td>
<td>Full program fee (no refund)</td>
</tr>
</tbody>
</table>

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 a study 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 as for other reasons.

The CUAbroad Withdrawal Policy may also be found as number #19 on the CUAbroad FAQs website: http://cuabroad.cua.edu/about/faqs.cfm