

## Withdrawal Policy

I understand that this Withdrawal Policy applies to me for any program administered by the DePaul Study Abroad Program office once I click “commit” on my accepted online application.

I understand that if I withdraw DePaul University will apply the appropriate amounts to my student account, as detailed below.

I understand that if I have financial difficulties that may impact my ability to participate in the Program, it is my responsibility to speak to the Study Abroad Program staff as soon as possible.

## Program Fee & Tuition Withdrawal Schedule

I will forfeit the following amount of the Program Fee and tuition related to the Program if I withdraw from the Program or if I am withdrawn from the Program due to violation of other policies, including the Standards & Rules for Study Abroad/Away Programs, according to the following schedule:

Withdrawal Date	Payment Due
After confirming participation by clicking “commit” on my accepted application (i.e. 91 or more days prior to the Program start date)	The greater of: <ul style="list-style-type: none"><li>• \$250</li><li>• Amount already spent by DePaul University on the student's behalf**</li></ul>
61-90 days prior to the Program start date	The greater of: <ul style="list-style-type: none"><li>• \$250</li><li>• 30% of Program Fee</li><li>• Amount already spent by DePaul University on the student's behalf**</li></ul>
31-60 days prior to the Program start date	The greater of: <ul style="list-style-type: none"><li>• \$250</li><li>• 60% of Program Fee</li><li>• Amount already spent by DePaul University on the student's behalf**</li></ul>
30 days prior to the Program start date or once the Program has begun	The greater of: <ul style="list-style-type: none"><li>• 100% of Program Fee</li><li>• Amount already spent by DePaul University on the student's behalf**</li></ul>

**\*\*In some circumstances, the "amount already spent by DePaul University on the student's behalf" may include tuition and/or exceed the Program Fee.**

### **Academic Withdrawal Information**

I understand that the typical University policies for withdrawing from courses **do not** apply to the courses in the Program.

Once the Program has begun, and in some cases before the Program has begun, I cannot withdraw from any course that is a part of the Program without both academic and financial penalties. This may include a grade of "F" for all program courses *and* no refund of tuition.

On some programs, I may be able to substitute a course (or courses) of equal credit after arrival at the host institution and the appropriate registration process has been completed, but I will be required to maintain enrollment in a specified number of courses (or a specified amount of course credit) during the Program.

### **Withdrawal Notice & Decisions Procedures**

I understand if I intend to withdraw from the Program or a course in the Program, I must submit written notification of my intent to do so to DePaul University's Study Abroad Program office via email to [abroad@depaul.edu](mailto:abroad@depaul.edu).

All decisions regarding withdrawals will be made at the discretion of the Director of the Study Abroad Program. Tuition refunds and academic withdrawals are typically granted only in cases of *extraordinary* family or medical emergencies.

In the event of these extenuating circumstances, a request for an exception to the Withdrawal Policy can be filed by completing the [Withdrawal Fee Appeal Request form](#). The request will be reviewed and a decision communicated to the student within 60 business days. Additional information or documentation may be requested. All decisions about exceptions are final.

By submitting this document, I understand, and agree to abide by all the requirements outlined. I am 18 years of age or older. (If you are not 18 years of age or older, please contact the Study Abroad Program at [abroad@depaul.edu](mailto:abroad@depaul.edu).)