

**OFFICE OF INTERNATIONAL PROGRAMS REFUND POLICY AND GUIDELINES**

Withdrawal	Official withdrawal on or before June 15 (Nov. 15 for Australia & So. Africa)	Official withdrawal after June 15 (Nov. 15 for Australia & So. Africa) and prior to departure	Official withdrawal after June 15 (Nov. 15 for Australia & So. Africa), after departure, but before start of overseas instruction	Official withdrawal after June 15, after departure, after start of instruction	
				No later than the 60% point in the academic period	After the 60% point in the academic period
<b>Policy</b>	- Students are entitled to a full refund of funds paid less any funds already committed or expended on student's behalf.	- Students who withdraw or are disenrolled after June 15, but before departure, will receive a refund of all monies paid to CSU IP less \$500 or an amount equal to funds committed or expended on their behalf, whichever is greater	- Students who withdraw or are disenrolled after June 15, after departure, but before the beginning of instructions, will receive a refund of all monies paid to CSU IP the amount equal to funds committed or expended on their behalf.  - No refunds will be made for the IP Study Abroad fee after departure.  - No refunds will be made for health insurance cancellation after departure.	- Students who withdraw or are disenrolled after the beginning of instruction <b>but before the 60% point in the academic period</b> will receive a <b>pro-rated</b> refund of tuition and non-resident tuition fees  - For courses of less than four (4) weeks in duration (PLP EXCEPT Germany-Beginning, Italy, and Spain-Granada), a student is not entitled to any refund of tuition fees if the student fails to withdraw prior to the start of the classes.  - No refunds will be made for the IP Study Abroad fee after departure.  - No refunds will be made for health insurance cancellation after departure.  - No refunds will be made for non-participation in group activities.	- Students who withdraw or are disenrolled after the beginning of instruction <b>and after the 60% point in the academic period</b> will <b>not</b> receive a refund of tuition and non-resident tuition fees for the current academic period.  - No refunds will be made for the IP Study Abroad fee after departure.  - No refunds will be made for health insurance cancellation after departure.  - No refunds will be made for non-participation in group activities.
<b>Calculation</b>	Refund amount = Total paid - funds paid on student's behalf	Refund amount = Total paid - (\$500.00 OR funds paid on student's behalf, whichever is greater)	Refund amount = Total paid - Study Abroad Fee - IP Mandatory Insurance - funds paid on student's behalf	Refund rate = $\frac{\text{total \# days in the semester} - \text{\# days enrolled}}{\text{Total \# of days in semester}}$  If withdrawing during PLP - Except Germany-Beginning, Italy or Spain-Granada Refund Amount = Total Amount Paid - PLP Tuition - Study Abroad Fee - Mandatory IP Insurance - funds expended on student's behalf  If withdrawing during PLP - Germany-Beginning, Italy or Spain-Granada Refund Amount = Total Amount Paid - (Refund rate X PLP Tuition) - Study Abroad Fee - Mandatory IP Insurance - funds expended on student's behalf  If withdrawing during Semester 1: Refund Amount = Total Amount paid - (Refund rate X Semester 1 Tuition and Non-Resident tuition) - PLP tuition - Study Abroad Fee - Mandatory IP Insurance - funds expended on student's behalf  If withdrawing during Semester 2: Refund Amount = Total Amount paid - (Refund rate X Semester 2 Tuition and Non-Resident tuition) - Semester 1 Tuition and Non-Resident tuition - PLP tuition - Study Abroad Fee - Mandatory IP Insurance - funds expended on student's behalf	No Refund of tuition and non-resident tuition fees for the current academic period.  If withdrawing during PLP: Refund Amount = Total Amount Paid - PLP Tuition - Study Abroad Fee - Mandatory IP Insurance - funds expended on student's behalf  If withdrawing during Semester 1: Refund Amount = Total Amount paid - PLP Tuition - Semester 1 Tuition and Non-Resident tuition - Study Abroad Fee - Mandatory IP Insurance - funds expended on student's behalf  If withdrawing during Semester 2: No refund.

**WITHDRAWALS:**

Pre-Departure: A student who wishes to withdraw from International Programs must complete a Predeparture Withdrawal Notification form and submit to CSU IP as soon as possible so that alternate students may be offered the opportunity to participate. Students who withdraw before departure retain their status as continuing students at their home CSU campuses.

After Departure: Students who request to withdraw after departure must consult with the Resident Director or host university representative and must complete the required withdrawal form. Withdrawal after departure constitutes withdrawal not only from IP but also from the student's home CSU campus.

**START OF INSTRUCTION:**

Start of Instruction is based on the academic calendar of the overseas university.

**FINANCIAL AID STUDENTS:**

If you deferred payment of your IP prepaid costs with financial aid and withdraw from the program, you may end up owing IP as well as your home CSU campus. Refunds are subject to the Return of Title IV Regulations. CSU IP highly recommends that you contact the Financial Aid Office at your home CSU campus to determine how withdrawing from the program might affect your current and future financial aid awards.

**OFFICIAL WITHDRAWAL DATE:**

The Official Withdrawal Date for purposes of calculating refunds is the last day student attended the classes. If instruction has not yet started, the official withdrawal date is the date the Official Withdrawal Notification is received by CSU IP.

**# OF DAYS:**

Based on calendar days. Scheduled breaks of 5 or more days are excluded.