OFFICE OF INTERNATIONAL STUDIES
POLICY ON WITHDRAWALS – SUMMER PROGRAMS

Students who have been accepted for summer programs may not elect to cut short their periods of residence once they have confirmed their intention to participate. This policy is rooted as much in the University's educational philosophy as it is in the nature and timing of financial obligations contracted by Notre Dame on behalf of program participants. Withdrawals from Notre Dame's programs are possible under a limited set of circumstances, but students and their parents should be aware of deadlines and procedures to be followed, as well as the potential financial and academic costs associated with early departures from international or off-campus study programs.

This document outlines deadlines, procedures, and policies relating to withdrawals. Please read it carefully, retain a copy for your files, and return a signed copy to 105 Main Building.

WITHDRAWAL FEES FOR SUMMER PROGRAMS

Signature of confirmation constitutes a contractual agreement to participate in an off-campus program for the duration of the study term including final examinations (if applicable). If the student chooses to withdraw or leave early, he/she will incur a withdrawal fee and possible academic consequences, including loss of academic credits.

1) Upon submission of confirmation form: $500.00 and all non-recoverable costs (e.g. prepaid lodging, tuition, airline tickets, ground transportation, and host institution withdrawal fees, if applicable. IES students – see attachment.)

2) Once on site, students who leave the program before its completion are subject to a $1,000 withdrawal fee and full program cost (e.g. prepaid lodging, tuition, airline tickets, ground transportation, and host institution withdrawal fees, if applicable. IES students – see attachment).

The withdrawal fee may be waived at the discretion of the Director in the case of serious health problems or in the event of emergencies. Students will still be responsible for any non-recoverable costs. Both the processing fee and non-recoverable expenses will appear as a charge on the student's on-campus account.

Withdrawals Prior to the Beginning of a Program

Students are responsible for all non-recoverable expenses made on their behalf after confirming and prior to participating in a program. The likelihood of incurring such expenses increases as the departure date approaches. The nature and amount of these expenses will vary according to the program. All non-recoverable deposits, fees, and other expenses will be charged to the student's campus account. Students must inform the relevant program director in writing of their intention to withdraw. If a student is receiving financial aid, the student should also contact the Office of Student Financial Services (Financial Aid and Student Accounts) and/or other applicable funding source.

Withdrawals from International or Off-Campus Program Sites

Written permission is required for formal withdrawal from international or off-campus programs once students have arrived on site. Students must submit a petition, in writing, to the Director of the International and Off-Campus Study Programs, which clearly states the reason(s) for withdrawal. Petitions are granted only for emergencies, serious illness, or compelling personal or academic reasons that the student may have been unaware of prior to departure. Withdrawals are effective only when approved, in writing, by the relevant program director in consultation with relevant staff. In accordance with the Academic Code Articles 5.1 and 14.1, off-campus courses and examinations must be completed as scheduled prior to the student's departure from the study site in order to earn academic credit.

Successful petitioners are responsible for all non-recoverable financial obligations made on their behalf by the University. In addition, students who leave the program before its completion are subject to a $1000 processing fee to help defray costs associated with their unexpected departure from a program. This fee may be waived at the discretion of the Director in cases such as serious health problems or emergencies. Both the processing fee and non-recoverable expenses will appear as a charge on the student's on-campus account.
Policy on Cancellation/Termination of Programs
The University's first priority is the safety and well-being of its students away from Notre Dame. In the unlikely event that a program must be canceled or shortened due to unforeseen conditions or international emergencies, students will be fully assisted in their departure from the study site. Logistical arrangements will be made as appropriate. Although no standard withdrawal fees as described above will be charged to the student, other fees may apply depending on the circumstances (such as if a student will be able to reuse his/her airline ticket or if the program is continued at another location).

Policy on Dismissals for Disciplinary and Behavioral Reasons
Students may be dismissed at any time from study abroad programs at the University’s initiative for disciplinary or behavioral reasons or for other violations of University policy. Such initiatives will be handled on a case-by-case basis in coordination with the Office of Residence Life. Students may be liable for full withdrawal fees and all non-recoverable costs, at the University’s discretion.

Application to Federal Title IV Assistance
Students receiving University and/or Federal Title IV financial assistance who withdraw from off-campus programs and are not able to enroll on the main campus within the first 60% of the credit period are not entitled to the use or benefit of University and/or Title IV funds beyond their withdrawal date. Such funds shall be returned promptly to the entity that issued them, on a pro rata basis, and will be reflected on the student’s University account.

This Withdrawal Regulation may change subject to federal regulations. Examples of the application of tuition credit calculation are available from the Office of Student Accounts upon request.

I have read and understand the University's Policy on Withdrawals from study abroad and off-campus programs:

Student's name (please print): _________________________________________

Signature: ___________________________________________________________

Date: ___________________________ Program Name: _______________________

Period of Study: _______________________________