

Study Abroad Fees & Refund/Withdrawal Policy

Applying for a Study Abroad program is an important commitment. Please read through these policies.

Study Abroad costs billed to the student account at UW-Parkside include:

- Parkside Study Abroad Application Fee (non-refundable) (\$100).
- Parkside Contingency Fee mandated by UW-System to cover emergencies (\$50).
- CISI Health Insurance (cost based upon program length).
- If a faculty-led program, a course program fee (may or may not include airfare, room & board, in-country transportation, etc.).
- If a faculty-led program or exchange program, standard Parkside tuition fees based on number of credits.

Students will pay third-party program provider fees directly to the program provider (exception: Wisconsin in Scotland).

1. Participants enrolling in a UW-Parkside Study Abroad program must be aware that the University and any Study Abroad Program Provider reserves the right to make changes to itineraries, travel arrangements, hotels, excursions, activities or other arrangements. Such changes are not grounds for cancellation of program.
2. All study abroad students are required to purchase CISI insurance. Some programs include insurance within the program fee.
3. The UW-Parkside student must notify the Study Abroad Office in writing (email is acceptable) if they wish to withdraw from a program. Withdrawal is effective on the date that the Study Abroad Office receives notification in writing.
4. If a student chooses to withdraw from a Study Abroad program, the participant will be responsible for paying the:
 - Parkside Study Abroad Application fee
 - Parkside Contingency fee
 - All Program Provider Withdrawal or Penalty fees
 - If a faculty-led program: Any unrecoverable program costs that the Study Abroad Office or the program has incurred on his or her behalf. Such costs may include, but are not limited to: pre-paid meals, pre-paid room or housing reservation deposits, airline deposits or airline tickets, bus rental fees, and payments for guides.
 - If a faculty-led program: A fee equal to the student's portion of the group expenditures of the program (i.e. student's portion of bus rental, student's portion of faculty leader costs, etc.) based on the number of program participants;
5. Students are encouraged to purchase trip cancellation insurance which can be obtained through many travel agents or insurance companies (https://www.hthtravelinsurance.com/trip_protection.cfm).
6. If a student chooses to withdraw after a program's commencement for any reason, no refunds will be given. In addition, these students may not be eligible to receive academic credit from the program. Early program withdrawal may also have financial aid implications.
7. If a student is dismissed from a program due to behavioral, academic, legal, or other related issues, no refunds will be given. In this case any expenditures relating to the students dismissal and early return are the responsibility of the student.
8. If a student chooses not to participate in a program activity (such as a field trip, excursion, cultural event, included meals, etc.), no portion of the program cost will be refunded.
9. If UW-Parkside cancels a program for safety reasons prior to departure or after commencement of the program, the Study Abroad Office will make every effort to refund recoverable program costs to the participants. Unrecoverable program expenses (e.g., airline, excursion expenses, housing fees or reservation deposits) cannot be refunded. Under these circumstances the Study Abroad Office will make every effort to help students complete the academic work from the program.
10. Semester abroad students registering for Parkside courses in addition to their study abroad program will be charged Parkside tuition/fees.

Participant's Name (Please Print Clearly)

Signature

Date