

POLICY ON REFUNDS SUMMER STUDY ABROAD PROGRAMS

The Office of Study Abroad works diligently to provide a quality academic short term experience for Liberty University students. Most programs with which we contract services require deposits and payment for a minimum number of students. Because of this, the following policy has been adopted. The only exception for the non-refundable deposit and confirmation fee is when Liberty University or the contracting organization would cancel a program. In that situation any program fee monies collected will be put back into your student account.

- A **non-refundable \$500 confirmation deposit** is required for all Liberty University academic short term study abroad programs. The deposit is due by February 1.
- A portion of the program cost will be refunded and credited to the student’s account based upon the schedule below. In order for the student to receive the maximum refund, the decision to withdraw must be indicated in a letter received in the Office of Study Abroad no later than 60 days prior to the official departure date of the program. Students must **INFORM** The Study Abroad Office **IN WRITING** of their decision to withdraw for any refund policy options to be initiated. The Office of Study Abroad will not accept verbal cancellations by phone or e-mail notification.
- The “official” program date is the date of departure for the program as specified for each LU summer abroad program.
- “Special Charges” are any non-refundable tuition, housing, or other fees charged to or paid by Liberty University to secure the student’s place on the program. It is your responsibility to inquire as to the estimated non-recoverable costs incurred at the time of your withdrawal.
- You are encouraged to explore trip cancellation insurance, which would cover you if you unexpectedly have to cancel your trip.
- You should maintain your own major medical insurance coverage from the United States while participated in a short-term program and you will be required to purchase International insurance.
- Refunds for air transportation are subject to the rules & regulations of the appropriate airline or travel agency.

WITHDRAWAL DATE	AMOUNT OF REFUND
More than 60 days prior to the official departure	100% of the Program Fee minus nonrefundable deposit, confirmation fee, and any & all special charges assessed to Liberty University
Between 45-59 days prior to official departure	50% of the Program Fee minus nonrefundable deposit, confirmation fee, and any & all special charges assessed to Liberty University.
Between 31-44 days prior to official departure	25% of Program Fee minus nonrefundable deposit, confirmation fee, and any & all special charges assessed to Liberty University.
30 days prior to official departure	No Refund

Refund in case of cancellation

If Liberty University decides to cancel a program for safety and security reasons prior to its commencing:

We will provide a full refund of all fees paid to LU for the program.

If Liberty University decides to cancel a program because of low enrollment:

We will provide a full refund for all fees paid to LU for the program.

If Liberty University cancels a program for security reasons after it has started:

Additional expenses related to bringing the participants home (or to another approved program location) will be borne by Liberty University (for example, airline ticket change fees associated with early departures home or to a new program location).

Refunds of program fees paid to Liberty University will be prorated and may be limited by non-recoverable contractual obligations. **Students are encouraged to check the benefits and cost of an individual trip cancellation insurance policy.**

Refund of tuition fees paid to Liberty University will depend on how much academic credit the student in the program will still be able to receive for work already completed or to be completed through alternative arrangements. Liberty University will make every attempt to arrange with faculty and departments suitable alternatives to completing planned academic credit.

If Liberty University does not cancel a program but a student chooses to withdraw from it due to their perception of safety and security concerns or any other reason:

The policy described on the reverse side of this document will apply.

I have read and understand the policies described in this document and agree to them.

Student Signature

Date

Witness

Date

Please print:

Student Name

Student I.D.

This signed and witnessed document is due with the confirmation fee.