
Study Abroad Withdrawal Policy for Faculty Led Program

I. General Guidelines

Your request to withdraw and potentially receive a refund must be made in writing by letter or email at least 10 working days in advance of the trip departure. In the withdraw notification, please include your reasons for withdrawing from the program, such as finances, time conflict, academic reasons, or illness. Upon receiving your withdraw notification from the program, the Office of International Studies & Programs (OISP) will update your record. It is your responsibility to withdraw from any course(s) related to the study abroad program, as you would with your regular campus courses. The university policies regarding tuition and fees when you drop a course will apply to your study abroad courses.

The OISP has no control over airline payment and refund policies. If you withdraw from the program after your tickets have been purchased, you need to contact your airline carrier directly regarding its refund policy. OISP will provide all the relevant information to assist with your request. If a study abroad faculty-led program is canceled due to unforeseen circumstances (i.e. natural disasters, war or civil unrest, posting of U.S. State Department Travel Warning, pandemic, etc.), all efforts will be made to recover any funds already expended on your behalf. (If OISP buy tickets, OISP will have to do the work)

II. TAMUK Faculty-Led Programs

Once you have attended a Study Abroad Advising Session with OISP, you will have 10 days to confirm your participation on the program. To confirm your attendance, you will log on to [Marketplace](#) and pay the \$350.00 non-refundable confirmation fee. If you withdraw after you confirm your participation, the application fee will be nonrefundable, as well as any non-recoverable program expenses once the program begins.

If you are enrolled in a pre-departure, preparatory class and withdraw from the program, please ask the professor about completing the course. If you can't complete the course for some reason, you will have to drop the course. Refunds regarding tuition and fees associated with the course will need to be directed to Business Services.

Upon receiving your written withdraw notification, OISP will work on to refund all recoverable funds. However, you will still be responsible for all non-recoverable expenses paid on your behalf. Non-recoverable expenses are the payments made on your behalf towards the program costs. These may include airfare, if applicable, hotel reservations, tickets to cultural events, and in-country transportation, etc. The non-recoverable costs will increase as the program gets closer to departure because many of these items have to be purchased in advance.

III. Student Acknowledgement of Withdrawal Policy

I have received and read the Withdrawal Policy for my Study Abroad Program. I accept the terms as stated therein and agree to adhere to them.

Student Name:

Signature:

Date:
