

**CANCELLATION AND REFUND POLICY  
STUDY ABROAD PROGRAM FEES and TUITION  
SAMFORD IN GERMANY - SUMMER TERM 2008**

**Prior to initiating the application process, you should consider carefully the decision to participate in the program and the financial commitment incurred.**

Arrangements for international travel for a group involve advance planning and program commitments based on the number of registered participants. Deposits for airline tickets, accommodations, group activities, and full payment of many costs take place several months prior to departure. In some instances, the University must commit non-recoverable monies prior to the deadlines for student payment of program fees. It is necessary, therefore, to have a stringent cancellation and refund policy. Please read the following information carefully. Note that cancellation penalties begin prior to the deadline for final payment for **both program fees and tuition**; also note that your cancellation must be submitted to the International Studies Director and faculty sponsor in writing. In such cases, applicable penalties will be charged to the student's account. Travel insurance is strongly advised.

**Note:** Tuition will subsidize the majority of total trip costs. In the event of withdrawal from the course and trip, you will be liable for the total trip costs (program fee plus tuition) per the guidelines below.

**DEADLINES FOR PAYMENT:** Failure to meet deadlines for payment of fees and tuition may result in being dropped from the program.

\$500 Deposit due at time of application; deposit is non-refundable and non-transferable, and is credited toward total trip costs. The deposit begins the application process, initiates participation in the program, enables the registration process, and submits the student to the Cancellation and Refund Policy.

\$3282 Full program trip fee (exclusive of deposit and tuition)

\$4050 Tuition at the 2008-2009 summer rate of \$450 per credit hour.

\$7332 Total Program Cost (Program fee and Tuition). Deposit Applies. Amount due March 31, 2008 is \$6832

**CANCELLATION PENALTIES AND REFUND SCHEDULE (including tuition)**

If you withdraw from the program between the dates listed, the corresponding actions will apply. Cancellation penalties or refunds will be based on the date written cancellation is received in the International Studies Office, Brooks Hall 125.

From submission of deposit with application to <b><u>March 14, 2008</u></b>	Deposit will be forfeited by student
From <b><u>March 15, 2008</u></b> to <b><u>March 30, 2008</u></b>	75% of total program cost (program trip fee plus tuition) will be charged to your account (deposit applies)
<b><u>March 31, 2008 – Full payment due and no refunds of program fees or tuition. Remaining balance due: \$6832.00</u></b>	<b>Full payment of the total program cost (program fee plus tuition) due.</b> No refunds of total program cost after this date. If full payment of the program trip fee has not been made by the student, the <b>fee as well as tuition</b> will be charged to the student's account. Deposit and partial payment will be applied to any charges. Check with the Bursar's Office and Financial Aid prior to this date about your payments.

No refunds will be given for deviations from the planned itinerary, failure to participate in program activities, or early return to the U.S. for voluntary reasons or for dismissal from the program due to values violations. The University reserves the right to modify program plans and the itinerary should conditions make such changes necessary. Refunds may take up to 30 days to process. Refunds will be issued by the Student Accounts Office, based on a copy of the withdrawal and the available account balance at the time of withdrawal.

**PHILOSOPHY AND PROCEDURES OF THE UNIVERSITY IN REGARD TO INTERNATIONAL TRAVEL/STUDY PROGRAM:**

Samford University offers travel/study programs abroad as part of the University's commitment to providing students with opportunities to develop a world view through academic study within another culture. The University places high priority on the security and welfare of its students but recognizes that a certain degree of risk is inherent in international travel and study. Students choosing to participate in travel/study abroad programs should understand and assume the risks inherent in such a program. The Study Abroad program will take place as scheduled unless an official travel warning is issued by the United States Department of State advising U.S. citizens not to travel to or in the region involved in this course or unless a decision is made by the Samford administration that events or circumstances pose an unreasonable risk to students and staff. **If the University cancels the program prior to departure, the University cannot guarantee a full refund. The University will make a prorated refund of all monies that can be recovered. If the cancellation is the result of an official travel warning issued by the U.S. Department of State, we expect that many airlines will make a full refund. Some hotels or other suppliers may also make a full or partial refund. We recommend that you consider travel insurance to cover this risk.**

I acknowledge that I have been informed about the deadlines mentioned above and I accept the conditions involved in the refund policy in regard both to the program fees and to tuition.

Student Signature \_\_\_\_\_

Date: \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

