

Faculty-Led Program Cancellation Policy

In the event that a program is not viable and must be cancelled, here are the steps faculty directors need to follow to ensure there are no loose ends:

- Notify CIE and your academic department of the cancellation.
- Notify any Education Abroad Organizations, travel providers or airlines with whom you have been working of the cancellation and request refunds of any deposits previously paid. Ensure that any group airfare arrangements are cancelled and all deposits refunded.
- Notify any registered students of the cancellation and refer them to CIE to discuss alternatives. Include notice that they will be dropped from any associated UMW courses for which they may have already enrolled and will receive a refund of any payments they may have made.
- Get a current statement of account from CIE and request refunds of any student payments. CIE will forward your request on to UMW Finance and ensure that all monies are disbursed. Refunds can be issued by check or credit to student account. If requesting reimbursement(s) by check, please provide the address at which the student prefers to receive the check.
- Work with your academic department to ensure that the Registrar's Office is notified that any associated UMW course offerings need to be cancelled and removed from the course catalog, and any enrolled students need to be dropped from the course.
- Contact the Registrar to ensure that any students who have submitted a contract for Experiential Learning or Global Inquiry credit are dropped from SAGE 000.

The Center for International Education is here to help, so be sure to let us know if there are any loose ends with which we can assist you.

Source: UMW Faculty-Led Program Handbook 2017+, p. 39-40.

Faculty-Led Program Refund Policy

In the unfortunate event that a student should choose to withdraw from a UMW Faculty-Led Program, refunds will be issued according to the following schedule:

- Cancellation more than 90 days prior to departure: Forfeit non-refundable deposit.
- Cancellation 60-89 days prior to departure: Forfeit deposit and 50% of program fees or the total amount that has already been spent on the

student's behalf for airfare, ground transportation, lodgings, tuition at an overseas institution, admissions, and/or any other non-refundable items, whichever is greater.

- Cancellation less than 60 days from departure: Forfeit deposit and 100% of program fee.

Should UMW cancel the program due to under-enrollment, 100% of the student's payments will be refunded.

Source: <http://international.umw.edu/study-abroad-2/program-search/cancellation-policy/>