



**SUMMER ABROAD PAYMENT SCHEDULE**

<b>PAYMENT DEADLINES*</b>	<b>AMOUNT:</b>	<b>PAY AT:</b>
<b>December 1:</b> (or upon acceptance)	\$60 Application Fee (Non Refundable)	Bursar's Office (B127)
<b>December 1:</b> (or upon acceptance)	\$200 1 <sup>st</sup> Deposit Toward Program Cost (Non Refundable)	Bursar's Office (B127)
<b>February 17:</b>	\$1000 2 <sup>nd</sup> Deposit Toward Program Cost	Bursar's Office (B127)
<b>March 16:</b>	Balance of Program Cost (See dept. website for program cost)	Bursar's Office (B127)
<b>April 15:</b>	Tuition: Upon being Registered (Log on to your Student Information System for details)	Bursar's Office (B127) Or Online

All payments must be paid at the Bursar's Office (B127).

\*Some courses have earlier/later payment deadlines.

**CANCELLATION AND WITHDRAWAL POLICY**

**CANCELLATION POLICY**

If the College is required to cancel a program prior to departure due to unforeseen circumstances such as war, pandemic, etc., the student will be responsible for any financial commitments that have been made on their behalf. (Non-refundable airline deposits, non-refundable hotel reservations, etc.)

**HOW TO WITHDRAW**

Withdrawals require two procedures:

- 1) Withdrawal from the Office of International Programs, Room B119.
- 2) Withdrawal from the Registration Center, Room B103.

A student may withdraw an application and/or from the study abroad program only by submitting a WRITTEN request to the Office of International Programs, which will be effective upon receipt and subject to the refund regulations stated below.

**1. ADMINISTRATIVE AND PROGRAM COSTS WITHDRAWAL POLICY**

Students must withdraw in writing and will be entitled to refunds only as follows:

- o \$60.00 application fee is non-refundable unless FIT cancels the program before any expenditures are made on behalf of the student.
- o A student who withdraws prior to April 1 will be charged according to the expenses that have been incurred, e.g., airline tickets, guaranteed hotel reservations, transfers, etc. In some cases this may be full payment of the program cost.
- o A student who withdraws after April 1 for any reason, or does not participate in the program will not be entitled to any refund.
- o A student who is required to leave the course for any reason will not be entitled to any refund. Any travel modifications resulting from this departure are the student's responsibility.

**2. TUITION AND COURSE WITHDRAWAL POLICY**

To withdraw from the course, submit a WITHDRAWAL/REFUND OF TUITION form provided by the Registration Center, B103. You may receive a full tuition refund only if you withdraw prior to the first day of classes.