



WINTER ABROAD PAYMENT INSTRUCTIONS

PAYMENT DEADLINES*	AMOUNT:	PAY AT:
September 16:	Online Application + \$60.00 App Fee and \$200.00 1 st Deposit	Bursar's Office (B127)
September 26:	\$1,000.00: 2 nd Deposit	Bursar's Office (B127)
October 24:	Balance of Program Cost (see Web site)	Bursar's Office (B127)
November 15:	Tuition: Refer to http://myFIT.fitnyc.edu	Bursar's Office (B127) Or Online

**Some courses have earlier payment deadlines.
Please check with the instructor for possible changes in the payment schedule.*

The Non-Refundable Application Fee (\$60.00) is due upon receiving the signature of participation approval from the instructor. Payments may be made online (<http://myFIT.fitnyc.edu>) or in person at the Bursar's Office.

Non-FIT Students: must first complete the Non-Degree Enrollment Form online before payments could be made online or in person at the Bursar's Office.

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) From the Office of International Programs
- 2) From the Registration Department.

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 will be charged according to the expenses that have been incurred, e.g., airline tickets, guaranteed hotel reservations, transfers, etc.
- o A student who withdraws after the expenses have been incurred for any reason, or does not participate in the program will not be entitled to any refund.
- o Any travel modifications that have been arranged 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.

Should you need any additional assistance or information, please contact the Office of International Programs at your earliest convenience.