WITHDRAWAL POLICY

If, for any reason, a student chooses to withdraw from a program, a Study Abroad Office Withdrawal Form (available online or at the Study Abroad Office) must be completed. Verbal statements of withdrawal will not be considered as notification of withdrawal; therefore, the student will still be considered a program participant until written notification is received. Availability for refund will be based on the date that the Withdrawal Form is received by the Study Abroad Office. If acceptance is revoked for any reason, the student is responsible for fees incurred as stated below.

PRIOR TO THE APPLICATION DEADLINE – If a student withdraws from a program prior to the application deadline, he/she will be refunded all funds, less the $100 application fee and any non-recoverable costs (such as housing deposits, field trip pre-payments, etc.) incurred and/or committed on the student’s behalf by UM and its affiliates at the time of withdrawal.

AFTER THE APPLICATION DEADLINE – If a student withdraws from a program after the application deadline, he/she will be financially responsible for the $100 application fee and a $500 penalty and any non-recoverable costs (such as housing deposits, field trip pre-payments, etc.) incurred and/or committed on the student’s behalf by UM and its affiliates at the time of withdrawal.

In the event that extreme circumstances during the 30 days prior to the program’s start cause the student to withdraw, the Study Abroad Director will review the situation on a case-by-case basis. At the discretion of the director, any funds that are recoverable and uncommitted may be refunded, less the $500 penalty and $100 application fee.

Under no circumstances can any refund requests be considered for students who have completed a program.

Any disputes over refunds after an official withdrawal must be directed to The University of Mississippi Refund Committee through the Office of the Bursar.

Please explain your reason for withdrawing:

____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________

I, _________________________________________, am withdrawing from the __________________________________________
program and understand and agree to comply with the UM Study Abroad Office Withdrawal Policy as stated above.

_________________________________________________________                      ________________________________________
Signature               Date

Name: ______________________________________________________________________________________
first                                                    middle                                                      last                                                    name called

UM ID Number: ____________________________________    Email address: _________________________________________

Country of Study: ____________________________________  Program: ______________________________________________

Term: ______________________________________________  Program Fee: _________________________________________
Withdrawal Billing or Refund Form

Student’s Full Name: ___________________________________

Student ID Number: ___________________________________

Program Term: ________________________________________

Date of Withdrawal: ____________________________________

Previously Charged:

Tuition  _____________________________

Fees       _____________________________

TOTAL  _____________________________

To Be Refunded:

Tuition  _____________________________

Fees       _____________________________

To Be Charged:

____________________________________

Date Processed: ______________________  Initials: _______________

Database Entry Changed to “W”

Date Processed: ______________________  Initials: _______________