

# Withdrawal Form

Name: \_\_\_\_\_  
first middle last name called

UM ID Number: \_\_\_\_\_ Email address: \_\_\_\_\_

Country of Study: \_\_\_\_\_ Program: \_\_\_\_\_

Term: \_\_\_\_\_ Program Fee: \_\_\_\_\_

## 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:**

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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

# 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: \_\_\_\_\_