



## CU Denver Global Study, Domestic Study, and Semester Programs – Study Abroad Withdrawal Policy

If a student decides not to participate at any time after paying the non-refundable deposit, this constitutes a withdrawal from the program. **The student must notify the Office of Global Education in writing of their withdrawal.**

- Not enrolling in/dropping the associated course in the CU Denver portal system is not an official withdrawal. Students must notify the Office of Global Education directly.
- If a student withdraws, for any reason, the deposit will not be returned.
- The student may be responsible for the full program charge (per the Program Withdrawal Terms outlined below), that will be billed to the student account.

### Program Withdrawal Terms

- Students who withdraw from their program in writing **within 5 calendar days of paying the deposit** will not be refunded the deposit and will not be responsible for the full program charge.
- Students who withdraw from their program in writing **6 or more calendar days after paying the deposit** will not be refunded the deposit and will be billed for the full program cost since hotel, tour, transportation, lecture and other overseas program costs will have been made by faculty to secure the program.

### Administrative Withdrawal Terms

- If you fail to attend the pre-departure orientation(s) or pre-departure class sessions hosted by your faculty member, the Office of Global Education reserves the right to administratively withdraw you from the program. If this occurs, you will be liable for the full program fee.
- If you are unable to attend the pre-departure sessions, you must communicate and make arrangements with the program faculty. Maintaining timely and effective communication with the program faculty and the Office of Global Education is critical to program success.

### Exemptions

Exemptions from the above-mentioned financial consequences may be considered on a case-by-case basis. A student may apply for an exemption by writing to the Office of Global Education at [study.abroad@ucdenver.edu](mailto:study.abroad@ucdenver.edu) and should include additional documentation supporting the request. In the case of substantiated and unforeseen personal medical reasons that prevent the student from participating in a CU Denver global, domestic, or semester program, the exemption request must include a letter from the student's medical provider on professional letterhead detailing the reasons the student cannot participate.

Note that the following are NOT considered justification for an exemption:

- Failure to obtain approved time off from employment
- Failure to obtain or manage personal funding for trip costs
- Failure to obtain a valid passport from the student's country of citizenship
- Failure to obtain an entry visa, if applicable
- Failure to determine how/if the course will meet degree requirements
- Failure to proceed with travel due to missed flights or airline delays