



# WITHDRAWAL INELIGIBILITY POLICY

I understand that upon notification of my acceptance into Study Abroad, I am entering into a contract with the Center for International Education (CIE), that the program fee will be charged to my student account, and I am responsible for making all arrangements through Student Financial Services to pay for the program fee, tuition, and any other applicable fees. At any subsequent date, to withdraw from the program, I must deliver a signed notification to the CIE in Administration Bldg. 124. Should I become ineligible to attend, I will be removed from the program. For penalty purposes, time will be determined by the date of my signed notice of intent to withdraw from the program, or a notification that I have become ineligible to participate in the program is received by the CIE.

- A. If I withdraw from or become ineligible to attend the program between **one hundred and twenty (120) and sixty-one (61) days** prior to the start of the program, I will be responsible for a withdrawal fee equal to 25 percent of the total program fee (minimum of \$1,500). These charges will be applied to my student account.
- B. If I withdraw from or become ineligible to attend the program between **sixty (60) and thirty-one (31) days** prior to the start of the program, I will be responsible for a withdrawal fee equal to 50 percent of the total program fee (minimum of \$1,500). These charges will be applied to my student account.

- C. If I withdraw from or become ineligible to attend the program **thirty (30) or fewer days** prior to the start of the program, I will be responsible for **one hundred (100) percent** of the total program fee. These charges will be applied to my student account.
- D. I understand that my acceptance is contingent upon my not being on academic or disciplinary probation at ACU, and that should I be placed on academic or disciplinary probation subsequent to signing this contract I will be dismissed from the program. I may also become ineligible by being sanctioned for an ACU violation, by withdrawing from ACU, or by not attending all mandatory orientations or make-up sessions. Should I be placed on probation or become ineligible as stated above, I understand that my student account will be charged pursuant to the policies stated in this contract.
- E. If I drop out of the program, I must inform the Study Abroad Office **in writing** and have a Study Abroad representative sign and date the withdrawal form.

I have received a copy of this contract, and I have read and understand this contract, and I agree to comply with its terms and conditions.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

\_\_\_\_\_  
ACCEPTED BY STUDY ABROAD PROGRAM

\_\_\_\_\_  
DATE

OFFICE USE ONLY: Date received \_\_\_\_\_