



## CU Denver Internship Programs 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, the deposit will not be returned.
- The student may be responsible for additional charges, up to the full program charge (per the Program Withdrawal Terms outlined below), that will be billed to the student account.

### Program Withdrawal Terms

Internship Programs Abroad (IPA) students will be required to commit to the program via the \$400 non-refundable deposit. Students who withdraw from their program in writing 30 to 45 days after program commitment will not be refunded the deposit and will be billed for any non-recoverable fees exceeding the deposit which were already charged to or encumbered on behalf of the participant. This includes housing, third-party service fees, excursion entry fees, educational tours/activities, in-program transportation, etc.

Students who withdraw from their program in writing 46 to 70 days after program commitment will not be refunded the deposit. In addition, students will be billed 50% of the full program charge, and any non-recoverable fees exceeding the 50% already charged to or encumbered on behalf of the participant. This includes housing, excursion entry fees, educational tours/activities, in-program transportation, etc.

Students who withdraw from their program in writing 71 or more days after the program commitment will not be refunded the deposit and will be billed for the full program charge.

### 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 program, the exemption request must include a letter from the student's medical provider detailing the reasons the student cannot participate.

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

- 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

*My electronic signature on this document acknowledges that after I have been accepted to a CU Denver Internship Program Abroad (IPA), I am committing to the program by paying the non-refundable deposit. I acknowledge that after paying the deposit, I am responsible for payment of all costs associated with the program as indicated in the program specific information and as above. I understand that if I cancel or withdraw from the program I will not receive a refund of my deposit, and that additional charges may be billed to my student account as a result of my cancellation. I understand and agree that I will be responsible for payment of any additional charges.*