

International Education • Study Abroad Withdraw or Change Form

Please read the information below, then email your completed, signed form to studyabroad@richmond.edu.

We encourage you to also contact your respective Dean's office (RC or WC) to discuss your return to campus.

Printed Name: _____	URID Number: _____
Study Abroad Program: _____	Country: _____
Date the withdrawal/change is to be effective: _____ <i>mm/dd/yyyy</i>	
When you plan to return to the University of Richmond campus: _____ <i>mmm yyyy</i>	OR <input type="checkbox"/> Not returning to UR
Signature: _____ <i>your (electronic) signature confirms that you have read the information below</i>	Today's Date: _____ <i>mm/dd/yyyy</i>

Why have you decided to change or withdraw early from your study abroad program?

Important Information:

Financial Implications

Please carefully review the [Withdrawal and Change Policy for UR semester study abroad programs](#).

Withdrawal for medical reasons

If you withdraw from your program for medical reasons, please provide an official note from a medical professional (non-family member) that indicates that for medical reasons it is not advisable for you to go abroad. This note does not need to contain specific details about your medical issues, but rather just that it is not medically advisable for you to travel abroad at this time (you can always defer to a future semester).

Insurance

If you withdraw from your program and do not return to the United States or your home country, your UR-provided international travel insurance will be cancelled effective the date of your withdrawal. We encourage you to check into other health and travel insurance coverage options following your withdrawal from the program if you choose to remain abroad.

Housing

I understand that if I am able to return to campus in the semester I was supposed to be abroad that on-campus housing may be limited or unavailable. Please contact the [Residence Life Office](#) for information.

Transfer Credit

If withdrawal happens after the semester abroad has already begun, transfer credit is available only for those courses for which credit is earned and listed on the official transcript from the abroad program/university. All transfer credit from abroad must [meet the stated guidelines for transfer units from abroad](#).