

## UR STUDY ABROAD LATE FEE POLICY

There are two phases to the study abroad application process, with requirements due for each:

**Applies to:** **Fall 2018 & Academic Year 2018 study abroad applications**

**Pre-Decision phase deadline: 2/01/18\***

Your application will be withdrawn if any Pre-Decision requirements are not completed and submitted by this deadline.

*\*Note: University of Oxford (UK) applications are due by January 16, 2018*

**Post-Decision phase deadline: 3/15/18**

You will be charged a **\$200 Late Fee** and given a final, last-chance deadline by which to complete and submit the Post-Decision requirements or have your application withdrawn. *NOTE: If you decide not to pursue study abroad, you must withdraw your application or decline Richmond's approval offer before the Post-Decision deadline to avoid being charged the \$200 Late Fee.*

## FREQUENTLY ASKED QUESTIONS

**When does the Late Fee Policy “kick in”?**

The Late Fee Policy is active as soon as you start an online study abroad application.

**Will I be charged the Late Fee if I start an application but then decide not to continue my study abroad application before the Post-Decision deadline?**

Simply abandoning your study abroad application is **not sufficient grounds** for the Late Fee to be waived. Until we are informed otherwise, the OIE will assume that you intend to pursue your application and we will continue to monitor it for completeness and send you reminders. You must withdraw your application (or decline Richmond's approval offer) before the Post-Decision deadline to avoid being charged a late fee.

**What about situations that prevent someone from meeting the deadlines?**

Extenuating circumstances (*family emergencies, medical emergencies, etc*) may qualify for an extension and/or fee exemption, but you must submit a request to your study abroad advisor *before the Post-Decision deadline* explaining why you need this. *NOTE: Academic and/or extra-curricular responsibilities or activities (clubs, sports, jobs, etc.) are not acceptable grounds for missing the official deadlines and being exempt from the Late Fee.*

**What if my recommendation hasn't been submitted by the Pre-Decision deadline?**

Your application will not be withdrawn if your recommendation is late. However, **your application cannot be reviewed without a recommendation.** You are strongly encouraged to request your recommendation early to avoid any delays, as available program spots may fill up in the meantime.

**What if my official UR transcript isn't received by the OIE by the Pre-Decision deadline?**

If you submit your “Transcript Release Form” online signature document on or before the Pre-Decision deadline, your application can still be considered as long as the OIE can obtain your official UR transcript from the Registrar within one week after the deadline.

**I transferred to Richmond from another university. What if my official transfer school transcript isn't received by the OIE by the Pre-Decision deadline?**

Please refer to the notes about Transfer School Transcripts on the next page.

**What requirements are due in the Pre-Decision and Post-Decision phases?**

Please see the “Requirements by Phase” chart on the next page for a full list.

# REQUIREMENTS BY PHASE (Requirements apply to all students except where otherwise noted)

**Material Submissions must be submitted by 5:00 PM on the deadline date.**

**Online Signatures and Questionnaires must be submitted by 11:59 PM on the deadline date.**

## THESE ARE NOT THE ONLY REQUIREMENTS DUE!

Please complete and submit all requirements on GatewayAbroad by the Pre- and Post-Decision deadlines, unless otherwise stated in the requirement's instructions.

**Missing deadlines will put your study abroad opportunity in jeopardy.**

**If you are approved**, there will be additional items to complete for your host institution, including possibly another application or paperwork to submit. You will be provided an online list of what to do next in your program checklist after the decision date.

### Fall 2018 and Academic Year 2018 Study Abroad Applications

#### Pre-Decision Deadline: **2/01/18\***

Your study abroad application will only be reviewed as long as **all** items listed below are completed and submitted by the Pre-Decision deadline. Otherwise your application will be withdrawn.

*\*Note: University of Oxford (UK) applications are due by January 16, 2018*

#### Post-Decision Deadline: **3/15/18**

If you do not submit **all** items listed below (*unless otherwise stated*) by the Post-Decision deadline, you will be charged the **\$200 Late Fee** and given a final, last-chance deadline by which to meet your obligations or have your application withdrawn. *NOTE: If you decide not to pursue study abroad, you must withdraw or decline the approval offer before this deadline to avoid being charged the \$200 Late Fee*

#### Questionnaires & Letters

Application Part I                      Application Part III  
Application Part II                      Short Essays (2)

#### Material Submissions\*

Advising Form I                      Résumé  
Advising Form II

\*if any of the above does not apply to you, you must still click on it and answer the conditional question appropriately so the item is marked N/A (not applicable) on your application; otherwise it will be considered incomplete.

#### Official UR transcript\*

\*you must also submit the *Transcript Release Form* AND *Application Part I* questionnaire by the deadline.

#### Recommendation\*

#### Transfer School Transcript\* (if applicable)

\*your application will not be withdrawn if these are late, BUT it also cannot be reviewed without them. Available program spots may fill up if your recommendation and/or official transfer school transcript(s) are not received within one week of the deadline.

#### Online Signatures

Acknowledgement of Additional Requirements  
Intent to Study Abroad  
UR Study Abroad Late Fee Policy  
Transcript Release Form\*

\*remember to resolve any existing student account holds; otherwise the Registrar will not release your transcript.

#### **IMPORTANT:**

**Richmond's post-decision requirements are due even if your host institution application is still pending. *Don't delay!***

#### Questionnaires & Letters

Emergency Form

#### Material Submissions

Study Contract

#### Online Signatures

What to Do Next  
Acceptance of Richmond's Study Abroad Offer  
Program Participation Terms & Conditions  
Program Abroad Housing Agreement (if applicable)

#### **NOTE: The following are NOT subject to the Late Fee:**

- Flight Information - Departing for Abroad
- Flight Information - Returning from Abroad
- Insurance/Emergency Cards & Letters (IECL)
- Passport Upload