

Withdraw or Change: Policies and Procedures for UR Semester Abroad Programs

ATTENTION FINANCIAL AID RECIPIENTS: Students receiving financial aid who are considering withdrawing from semester study abroad are strongly encouraged to consult a University of Richmond Financial Aid Advisor to review the impact that a withdrawal will have on their financial aid package at Richmond.

Students who withdraw from a UR semester program abroad after e-signing the **Acceptance of Richmond's Study Abroad Offer in Gateway Abroad** are subject to the policies below. The student must notify the OIE of his or her withdrawal in writing by completing the [Study Abroad Withdrawal and Change Form](#).

GENERAL POLICIES

In addition to the University of Richmond fees listed below, students who withdraw may also be financially liable for non-recoverable fees prepaid by Richmond on the student's behalf (i.e., tuition, housing deposits, orientation fees, language courses, insurance premiums, for example). Students may also be subject to the withdrawal fees and policies of the university or program abroad. Richmond cannot influence or alter the withdrawal policies of programs abroad.

Prior to making the decision to withdraw, students are strongly advised to consult with the university or program abroad as well as the University of Richmond study abroad advisor to fully understand the financial and possible academic consequences of withdrawing.

If the program or university abroad charges a cancellation fee greater than the withdrawal/change fee charged by the University of Richmond, the withdrawing student is responsible for paying the difference to the program abroad or to Richmond, if the fee was pre-paid by Richmond on the student's behalf.

If a student's withdrawal is caused by unanticipated extenuating circumstances, exceptions to the fees listed below will be considered on a case-by-case basis. If a waiver of the Richmond withdrawal/change fee is granted, the student may still be liable for any non-recoverable fees Richmond has already paid to the host institution abroad and may also be responsible for repaying any travel or living allowance credited to the student's Richmond account.

Withdrawal Fees

- **If a student withdraws prior to the beginning of the program abroad and the UR semester has not yet begun**, the student will be charged a \$1,000 withdrawal fee. The student must contact their respective Dean's office to re-enroll at Richmond.
- **If a student withdraws from a program abroad and the UR semester has not yet begun**, the student will be charged a \$1,000 withdrawal fee. The student may enroll at Richmond within the

***NOTE:** Any program listed on the [UR study abroad website](#) is considered a Richmond semester abroad program.

Withdrawal Fees (continued)

first week of class. Course enrollment at Richmond is subject to availability. The student will pay the current Richmond tuition rate. If the student elects not to return to the University of Richmond prior to the beginning of the UR semester, Richmond tuition will not be charged. The student will be also liable for any costs charged by the university or program abroad that exceed the refundable amount, when relevant, including withdrawal fees charged by the host university abroad or study abroad program.

- **If a student withdraws from a program abroad and the UR semester has already begun**, the student will not be able to enroll at Richmond after the first week of classes. In this case, Richmond will refund tuition and other fees paid to Richmond, when applicable, to the student in accordance with the policy set by the [Office of Student Accounts](#). The University's academic calendar will be used in determining the amount of the refund, except in cases where the program abroad start date is earlier than Richmond's semester. In such a case, the amount of the refund will be determined by the host institution's calendar and will follow Richmond's refund schedule according to the week in which the student withdraws. Students will be also liable for any non-recoverable costs charged by the university or program abroad that exceed the refundable amount, when relevant.

Change of Program

A student who changes his or her study abroad program after e-signing the Acceptance of Richmond's Study Abroad Offer but before the program abroad begins may be charged a \$500 change fee. Exceptions to the \$500 fee charged by Richmond may be made when circumstances are beyond the student's control; however, the student will be liable for any non-recoverable fees Richmond has already paid on the student's behalf to the host university abroad or study abroad program.

Course Credit Information

IMPLICATIONS FOR GRADUATION

In order to graduate as planned, the withdrawn student may need to register for additional units for one or more semesters, or may need to enroll in summer courses and/or an additional semester at his or her own expense. Students receiving financial aid should speak with the [Office of Financial Aid](#) as aid may not be available beyond eight semesters.

If a student withdraws from the Richmond semester abroad program before the end of the semester abroad and is unable to complete enough work to earn final grades in the classes that he or she began at the program abroad, no credit will be granted for the semester abroad.

If the withdrawal is due to unanticipated extenuating circumstances, it may be possible for the student to earn grades for classes begun abroad through alternative forms of assessment. This depends upon the date in which the student withdraws. If the withdrawal date is early or mid-way through the

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Course Credit Information (continued)

semester, then the student may have too many absences to be considered for credit . Depending on the date of withdrawal and with the approval of the host institution abroad, relevant UR faculty and the OIE, the student may be permitted to take proctored exams at Richmond and/or submit assignments to the program abroad upon return to the U.S.

These options cannot be guaranteed nor can Richmond influence or alter the policies of other universities and programs abroad.

It is important that a student considering withdrawal first consults both the international office staff of his or her program abroad as well as his or her OIE study abroad advisor to fully understand the academic consequences of withdrawing.

Housing

A student who withdraws from a program abroad after confirming his or her intention to enroll in semester study abroad is not guaranteed on-campus housing at Richmond if returning to campus. Approval for on-campus housing must be granted by the Westhampton or Richmond College Dean's office and is subject to availability.

Students who withdraw and plan to return to Richmond in a subsequent semester after the planned semester abroad program [must apply to the University for re-admission](#).

Travel and Miscellaneous Fees

If a student withdraws prior to the end of the program abroad, the student may be held liable for pre-paid travel and/or living allowances, financial aid or scholarship monies granted by the Richmond or external agencies. Richmond may rescind any travel and living allowance awarded specifically for study abroad.

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