Withdrawal or Change Policies for UR Semester Abroad Programs

We encourage any student considering withdrawing from their semester study abroad program or changing their plans to first contact their UR study abroad advisor to discuss their options. We also encourage students to contact their university or program abroad.

Any applicant for a UR semester/year abroad program who withdraws after e-signing the Acceptance of Richmond’s Study Abroad Offer in GatewayAbroad is subject to the policies below. The student must notify International Education (IE) of his or her withdrawal in writing by completing the Study Abroad Withdrawal and Change Form.

ATTENTION FINANCIAL AID RECIPIENTS: Students receiving financial aid are strongly encouraged to consult a UR Financial Aid Advisor to review the impact that a withdrawal may have on their financial aid package. Students who drop below half time or withdraw from study abroad should check carefully to make sure that they will still be eligible to graduate on time. Please visit the Controller’s website to learn about federal and university withdrawal policies. Students receiving financial aid should contact the Office of Financial Aid to discuss their Satisfactory Academic Progress.

General Policies

In addition to the UR fees listed below, withdrawn students may also be financially liable for non-recoverable fees prepaid by Richmond on the student’s behalf (i.e., tuition, housing deposits, orientation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, etc.). Students may also be subject to the withdrawal fees and policies of the university or program abroad, including housing agencies or properties. Richmond cannot influence or alter the withdrawal policies of programs abroad.

If the host program or university abroad charges a cancelation fee greater than the withdrawal/change fee charged by 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 extenuating circumstances, exceptions to the fees listed below will be considered. 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 program or university abroad and may also be responsible for repaying the travel 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 on their UR student account. The student must contact their respective Dean’s office to re-enroll at Richmond.

- **If a student withdraws from a program abroad while abroad and the UR semester has not yet begun**, the student will be charged a $1,000 withdrawal fee plus all non-recoverable fees prepaid by Richmond to the program abroad on the student’s behalf in excess of the $1,000 withdrawal fee. The student will also be liable for any non-refundable fees paid directly to the host program or university abroad as per the program’s withdrawal policy. Course enrollment and on campus housing at Richmond is subject to availability.

  If the student elects not to return to the University of Richmond, Richmond tuition will not be charged, but the student will pay the $1,000 withdrawal fee and will also be liable for
any non-refundable and non-recoverable prepaid by Richmond on the student’s behalf to the university or program abroad (and housing company/property owner, when relevant). The student will also be liable for any non-refundable fees paid directly to the host program or university abroad as per the program’s withdrawal policy.

- **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 or significantly later than Richmond’s semester. In such a case, the amount of the refund will be determined by the calendar of the host program or university abroad 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 prepaid by Richmond on this student’s behalf to the university or program abroad.

**Change of Program**
A student who changes their study abroad program before the program abroad begins, but after e-signing the Acceptance of Richmond's Study Abroad Offer, 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 program or university abroad.

**Course Credit Information**
If a student withdraws before the official end of the abroad program and is unable to complete enough work to earn final grades in the classes abroad, no credit will be granted for the semester abroad and no refund will be granted.

Depending on the timing of the withdrawal, a student may wish to inquire about grade and credit evaluation through alternative forms of assessment from the program abroad.

**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. Approval for on-campus housing must be granted by the respective residential 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.**

Any withdrawal fees charged by the program/university/company or property owner abroad for housing are between the student and the host program or university abroad.

**Travel and Miscellaneous Fees**
If a student withdraws prior to the end of the program abroad, the student may be held liable for financial aid or scholarship monies granted by Richmond or external agencies. Richmond reserves the right to rescind the travel allowance provided specifically for semester abroad, as it deems appropriate.

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