

## **Early Withdrawal Process and Refund Policy**

### **Policy/Procedure**

#### **STUDENT STATUS AND CHANGES OF STATUS:**

All students approved to participate in an academic year/semester program off campus continue enrollment as Dickinson students with “off-campus” status and are expected to keep their commitment to participate in an academic year/semester program for the full term, and to return to campus following their semester or academic year away. To return early requires changing status, which is a process initiated by the Center for Global Study and Engagement and/or the Dean of Students.

#### **CHANGE IN STATUS: FULL YEAR TO SEMESTER ONLY**

Students accepted to an academic year program are expected to complete the entire program. If a student’s plans change and the student only wishes to participate in the program for one semester, they must communicate their plans with the Center for Global Study and Engagement as soon as possible. Whenever possible, students should confirm their plans before the course request period of their first semester abroad. Once the student’s plans are confirmed, the CGSE will update the student’s status, allowing them to return to campus the following semester.

If a student notifies the CGSE of their plans at least 61 days prior to the start of the second semester, there will be no financial penalty for the change in status, unless otherwise outlined by the partner program’s policy. A student enrolled in an Academic Year program will be subject to the refund policy for each semester as defined in the *Refund Policy for Early Withdrawal on Dickinson and Partner Programs* section. Students participating in a partner program must adhere to the policies and procedures of their program, and the partner’s deadline to notify them of any changes may be earlier than the CGSE’s deadline. Dickinson is unable to mitigate or request exceptions on behalf of students who do not meet a partner’s deadline and are charged a penalty. If the partner charges Dickinson for the penalty, the College will pass the cost on to the student and charge their student account.

Some programs (e.g. Dickinson at Oxford) are designed as a full year only and there is no option to switch to one semester. In such cases, leaving one of these programs after only one semester is considered an early withdrawal (see below for process).

#### **EARLY RETURN OR WITHDRAWAL**

- Whenever possible, students should complete the semester that has already begun. Students risk financial and academic consequences such as not receiving credit or failure of all coursework if they depart a program early or before completing scheduled instruction and examinations. Unlike on the Dickinson campus, students abroad who leave early may not be eligible for W grades or incompletes.
- Financial consequences for early departure from study abroad programs are described in the following section, “Refund Policy for Early Withdrawal on Dickinson and Partner Programs.”
- If considering an early departure, students should consult first with the Dickinson Resident Director/on-site staff, and then with the Center for Global Study and Engagement in Carlisle. The Center for Global Study and Engagement will work with the other necessary departments on

campus to process the appropriate change of status at Dickinson College.

- If a student wants to leave a program once it has started, the student is required to take a Voluntary Withdrawal from Dickinson College. As per college policy, students must wait a full semester after the withdrawal before making reapplication to the college.
- Students who have a documented health issue or family emergency may qualify for a Leave of Absence from Dickinson College instead of a Voluntary Withdrawal.
- For more information on the Dickinson College Voluntary Withdrawal and Leave of Absence processes, please visit the “Changes in Student Status” Section of the [Academic Policies and Procedure’s](#) website
- When students are certain of their decision, they need to communicate their reasoning in writing to the Center for Global Study and Engagement at [global@dickinson.edu](mailto:global@dickinson.edu). The leave will be processed by the Dean of Students and the student will be responsible for completing all necessary steps to complete the leave request. Students may be asked to follow-up directly with certain offices as part of this process to return to campus the following semester.
- It is not possible for a student to withdraw from their program early and return to Dickinson’s campus that same semester if Dickinson’s semester has already begun. If a student withdraws from their program before the start of the program and before the start of the Dickinson semester, they may be able to return to campus that semester, but they may be limited in their course and housing options on campus depending on the timing of their decision.

#### **REFUND POLICY FOR EARLY WITHDRAWAL ON DICKINSON AND PARTNER PROGRAMS:**

In all cases, Dickinson retains the right to deduct non-recoverable costs from any applicable refund. For partner programs, any refunds to students attending partner programs will be also based on the partner institution’s refund policy. It is the student’s responsibility to understand the refund policy of the partner program/institution, but students may contact the CGSE with any applicable questions. Dickinson is unable to mitigate or request exceptions on behalf of students who are charged a penalty by the provider. If the partner charges Dickinson for the penalty, the College will pass the cost on to the student and charge their student account. A student enrolled in an Academic Year Program will be subject to the refund policy for each semester as defined below.

##### Date of Withdrawal

A student’s date of withdrawal is determined by one of the following:

1. The date the student notifies CGSE in writing of their decision to withdraw, or
2. The date the student is officially dismissed from the program by the partner or by CGSE, or
3. If a student leaves without notifying CGSE, the date of withdrawal is determined by either: the mid-point of the semester or the student’s last documented attendance at an academically-related activity, whichever is later.

##### Withdrawal Before the Semester has Started

A student who withdraws 61 days or more prior to the begin date of each semester will receive a 100% refund, less the non-refundable confirmation deposit, and less the non-recoverable costs from the Dickinson program or Partner Institution.

A student who withdraws during the 60 days prior to the start date of each semester will receive a 95% refund of the Comprehensive Fee (Tuition + Program Fee), less the non- refundable confirmation deposit, and less the non-recoverable costs from the Dickinson program or Partner Institution.

### Withdrawal Once the Semester has Started

A student who withdraws after the semester starts will forfeit:

- Non-refundable confirmation deposit
- 5% of the Semester Comprehensive Fee (Tuition + Program Fee)
- Pro-rated portion of the remaining semester fee until 60% of the semester has elapsed.
  - Weekends are included in counted days, except when they are part of a scheduled period of non- attendance of five days or more, such as spring break.
  - No refunds will be calculated after 60% of the semester has elapsed.
- Non-recoverable costs from the Dickinson program or Partner Institution will be deducted from the calculated refund.

### Sample Refund

For example, if a semester includes 110 days from the start date through the end date and a student withdraws on the 50th day, the student forfeits the confirmation deposit, 5% of the semester fee, a pro-rated portion of the remaining fee and any non-recoverable costs.

### Financial Aid and Refunds

For students receiving financial aid, refer to the financial aid refund rules as stated in the Dickinson College Bulletin under the [Dickinson College Refund Policy](#). It is important to understand that, since the financial aid refund and the refund to the student's account are calculated using different methods, the refund to the student account may not fully cover the required refund to the financial aid programs, and the student may end up owing funds to the college after the refund to the financial aid programs has been made.

## **Related Information**

[https://www.dickinson.edu/info/20056/center\\_for\\_global\\_study\\_and\\_engagement/2672/policies](https://www.dickinson.edu/info/20056/center_for_global_study_and_engagement/2672/policies)  
[https://www.dickinson.edu/info/20082/financial\\_operations/735/payment\\_and\\_refund\\_policy](https://www.dickinson.edu/info/20082/financial_operations/735/payment_and_refund_policy)

Link to Academic Policies and Procedures:

[https://www.dickinson.edu/download/downloads/id/14319/academic\\_policies\\_and\\_procedures.pdf](https://www.dickinson.edu/download/downloads/id/14319/academic_policies_and_procedures.pdf)

## **History/Revision Information**

**Responsible Division/Office:** CGSE

**Approval Date:**

**Effective Date:**

**Last Amended Date:** July 2024

**Next Review Date:** July 2026

**Also Found In:**