

## **Early Withdrawal and Extension of Stay: 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 extend a stay or to return early requires changing status, a process initiated by the Center for Global Study and Engagement.

#### **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 Departure.”
- 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.
- For more information on the Dickinson College Voluntary Withdrawal and Leave of Absence processes, please visit the “Change in Status” Section of [the Academic College Policies and Procedure’s](#) website.
- 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. The Center for Global Study and Engagement will work with the Associate Dean of Students, the Dean of Advising, the Executive Director of the Wellness Center (when health related) to process the appropriate change of status at Dickinson College.
- 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 Center for Global Study and Engagement will then officially notify the campus of a student’s change in status - either a Voluntary Withdrawal or Leave of Absence. If you are asked to follow-up directly with certain offices, it is your responsibility to do so.

#### **REFUND POLICY FOR EARLY WITHDRAWAL:**

Refund Policy for Early Withdrawal from Dickinson and Partner Programs Administered by the Center for Global Study and Engagement (CGSE)

**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 CGSE with any applicable questions.**

**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 his/her 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 payment, and less the non-recoverable costs from the Dickinson program or Partner Institution.

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

#### Withdrawal Once the Semester has Started

A student who withdraws after the semester starts will forfeit:

- Non-refundable confirmation fee
- 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 payment\*, 5% of the semester fee, a pro-rated portion of the remaining fee and any non-recoverable costs.

#### Financial 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.

#### **Extending for a Second Semester**

- You should first consult with the Dickinson Resident Director/on-site staff.
- If the Resident Director/on-site staff indicates that an extension is possible, you should discuss your plans with your major advisor(s). You will need to consider how an extension will affect the completion of your major and other graduation requirements.
- If your advisor(s) approve(s) of your change in plans, you and your advisor(s) should e-mail the Center for Global Study and Engagement. The Director of Education Abroad will give official approval to extend for another semester, and the Center for Global Study and Engagement will notify other campus offices of your change in status.

### **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)

Link to Academic Policies and Procedures:

[https://www.dickinson.edu/info/20184/academic\\_offices\\_and\\_resources/1905/academic\\_policies\\_and\\_procedures](https://www.dickinson.edu/info/20184/academic_offices_and_resources/1905/academic_policies_and_procedures)

### **History/Revision Information**

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**Also Found In:**