

Appendix A:

Faculty-Led Programs - Withdrawal and Financial Liability Information

All students participating in a SUNY Geneseo faculty-led study abroad/away program must carefully review and sign the form below.

The SUNY Geneseo Study Abroad Office begins to make payments and arrangements for students participating in a faculty-led study abroad/away program as soon as a student submits the deposit and signed Agreement and Release form, thereby confirming their spot on the program. To withdraw, a student must notify the SUNY Geneseo Study Abroad Office by email (studyabroad@geneseo.edu). The date of the e-mail will determine the refund schedule detailed below. The information below outlines the implications of a student's withdrawal from a SUNY Geneseo faculty-led program.

In the unfortunate event that a student/participant should choose to withdraw from a SUNY Geneseo faculty-led program, financial liability of the study abroad deposit/study abroad program differential will be assumed according to the following schedule:

Withdrawal more than 90 days prior to the program departure date:

- Forfeit the non-refundable deposit.
- Zero financial liability for the *Study Abroad Program Differential* (as shown on the program cost sheet).

Withdrawal 61-90 days prior to the program departure date:

- Forfeit the non-refundable deposit.
- Financial liability of 25% of the *Study Abroad Program Differential* (as shown on the program cost sheet) or the total amount that has already been spent on the student's behalf and any other non-recoverable items, whichever is greater.

Withdrawal 31-60 days prior to the program departure date:

- Forfeit the non-refundable deposit.
- Financial liability of 50% of the *Study Abroad Program Differential* (as shown on the program cost sheet) or the total amount that has already been spent on the student's behalf and any other non-recoverable items, whichever is greater.

Withdrawal 30 days or less prior to the program departure date:

- Forfeit the non-refundable deposit.
- Financial liability of 100% of the *Study Abroad Program Differential* (as shown on the program cost sheet).

Withdrawal after the program departure date:

- Forfeit the non-refundable deposit.
- Financial liability of 100% of the *Study Abroad Program Differential* (as shown on the program cost sheet).

Note: Withdrawal from a study abroad/away program after it has begun may have consequences regarding grading, financial aid, tuition refund, etc. It is important for the student to get in touch with the SUNY Geneseo Study Abroad Office to fully understand the potential consequences of a withdrawal after a program begins.

Financial liability of tuition is governed by the financial liability policies as outlined by the SUNY Geneseo Student Accounts Office: https://www.geneseo.edu/student_accounts/refunds.. In all scenarios, there is zero financial liability for tuition and fees prior to the start of the course.

If withdrawing for a medical or mental health reason, the student must submit a written healthcare provider statement substantiating this claim. Partial refunds may be granted under these circumstances for recoverable expenses only. Students always assume financial liability for unrecoverable expenses.

When considering the decision to withdraw it is important to keep in mind any other expenses related to the study abroad program paid to other entities such as the airline and to understand their cancellation policies. SUNY is not responsible for recovering any costs paid directly by the student to any vendor other than SUNY Geneseo (ie. flights, housing, ground transportation, etc.).

I hereby acknowledge that I have read, understand, and will abide by each of the terms and conditions of this Faculty-led Programs- Withdrawal and Financial Liability Information Form, Appendix A Agreement/Release Form and terms of participation.

SIGNATURE: _____ DATE: _____

FULL NAME (printed): _____

PARENT or GUARDIAN'S SIGNATURE (if under age 18)

Approved Oct 5, 2022, Controller

Approved August 2022, Provost Office

Approved July 15, 2022, SUNY Office of Global Affairs