

# 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 builds program budgets and determines program viability on minimum student enrollments. When a student submits a deposit and signs the Agreement and Release form, they confirm their spot on the program and commit to paying for the full cost of the program as outlined in the program cost sheet (referred to in the Agreement and Release form as the Estimate of Costs). As such, the Study Abroad Office moves forward making bookings under the assumption of committed funds and participation. To withdraw, a student must notify the SUNY Geneseo Study Abroad Office by email ([studyabroad@geneseo.edu](mailto: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 any part of those costs that cannot be recovered by SUNY or that SUNY may still be required to pay on my behalf, 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 any part of those costs that cannot be recovered by SUNY or that SUNY may still be required to pay on my behalf, 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](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)

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Approved June 13, 2023, Controller, SUNY Geneseo

Approved April 5, 2023, SUNY Geneseo Provost Office

Approved March 31, 2023, SUNY Office of Global Affairs