Withdrawing from a Richmond Semester or Year Abroad Program

Students who withdraw from a UR program abroad after signing the Commitment Form are subject to the policies below. The student must notify the OIE of his or her withdrawal in writing by completing the Study Abroad Withdrawal and Change Form.

GENERAL POLICIES

Students may be subject to the withdrawal fees and policies of the university or program abroad. In addition to the University of Richmond fees listed below, students who withdraw 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, for example).

Prior to making the decision to withdraw, students are strongly advised to consult with the university or program abroad as well as the University of Richmond study abroad advisor to fully understand the financial consequences of withdrawing.

If the program abroad charges a cancellation fee greater than the withdrawal/change fee charged by the University of 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.

Richmond cannot influence or alter the withdrawal policies of programs abroad.

If a student’s withdrawal is caused by unanticipated extenuating circumstances, exceptions to the fees listed below will be considered on a case-by-case basis. 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 institution abroad.
NOTE: Any program listed on the UR study abroad website is considered a Richmond semester abroad program.

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.

- **If a student withdraws from a program abroad and the UR semester has not yet begun**, the student will be charged a $1,000 withdrawal fee. The student may enroll at Richmond within the first week of class. Course enrollment at Richmond is subject to availability, and the student will pay the current Richmond tuition rate.

- **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 for that semester 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 than Richmond’s semester. In such a case, the amount of the refund will be determined by the host institution’s calendar and will follow Richmond’s refund schedule according to the week in which the student withdraws. Students will be also liable for any costs that exceed the refundable amount, when relevant.

Change of Program

A student who changes his or her study abroad program after submitting the Commitment Form but before the program abroad begins and before Richmond’s semester begins will be charged a $500 change fee. Although exceptions to the $500 fee charged by Richmond may be made when circumstances are beyond the student’s control, the student will be liable for any non-recoverable fees Richmond has already paid on the student’s behalf to his or her original program abroad.

Course Credit Policies and Procedures in Unanticipated Extenuating Circumstances

**IMPLICATIONS FOR GRADUATION**
A student earning no or few credits for a semester abroad may need to register for a greater-than-average course load for one or more semesters, or may need to enroll in summer courses or an additional semester at his or her own expense, in order to graduate in four years as planned. Students receiving financial aid should speak with the Office of Financial Aid about their situation as some forms of aid may not be available beyond eight semesters.
Course Credit Policies and Procedures in Unanticipated Extenuating Circumstances (continued)

UR SEMESTER PROGRAMS ABROAD
If a student withdraws from the program before the end of the semester abroad and is unable to complete enough work to earn final grades in the classes that he or she began at the program abroad, no credit will be granted for the semester abroad.

If the withdrawal is due to unanticipated extenuating circumstances, it may be possible for the student to earn grades for classes begun abroad through alternative forms of assessment. With the approval of the host institution abroad, relevant UR faculty and the OIE, the student may be permitted to take proctored exams at Richmond and/or submit assignments to the program abroad upon return to the U.S.

These options cannot be guaranteed. It is important that a student considering withdrawal first consults both the international office staff of his or her program abroad as well as his or her OIE study abroad advisor to fully understand the academic consequences of withdrawing.

APPROVED NON-UR SEMESTER PROGRAM ABROAD*
Students must consult with program providers regarding credit and assessment policies.

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 for the semester he or she had planned to be abroad. Approval to move into on-campus housing must be granted by the Westhampton or Richmond College Dean’s office and is subject to availability.

Travel and Miscellaneous Fees

UR Semester Programs Abroad: If a student withdraws prior to the end of the program abroad, the student may be held liable for pre-paid travel and/or living allowances, financial aid or scholarship monies granted by the Richmond or external agencies. Richmond may rescind any travel and living allowance awarded specifically for study abroad.

Approved non-UR Semester Abroad Program*: The student must consult with program providers regarding costs.

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