

WITHDRAWAL POLICIES AND PROCEDURES FOR EXCHANGE STUDENTS AT THE UNIVERSITY OF RICHMOND

Office of International Education (OIE), University of Richmond

I. UR Withdrawal Policies and Procedures

Exchange students who withdraw from the University of Richmond before the end of the semester are subject to the policies below. Exchange students are required to complete the UR Exchange Program Withdrawal Form available on the OIE web site at

<https://studyabroad.richmond.edu/index.cfm?FuseAction=Security.Login>.

In addition to all University of Richmond student account charges, students who withdraw will also be financially liable for the portion of tuition, room, board, health insurance, and other fees that are non-refundable according to the Controller's withdrawal and refund policy at

<http://controller.richmond.edu/tuition/refund/policy/index.html>.

NOTE: It is important before a student decides to withdraw that they consult with both the home institution as well as the Office of International Education to understand fully the financial and academic consequences of withdrawing from the exchange program. If students are subject to additional fees from the home institution, Richmond cannot influence or alter the home institution's withdrawal policies.

If a student must withdraw due to unanticipated extenuating circumstances, exceptions to fees listed below will be considered on a case by case basis.

1. Before beginning classes at the University of Richmond:

If a student withdraws before classes at Richmond begin, they will not be liable for any tuition charges. A per diem charge for room and board (meals) as well as health insurance may be charged depending on the date of withdrawal and whether or not the student was on campus.

2. After beginning classes at the University of Richmond:

If a student withdraws after classes begin, the University will refund money according to the Controller's withdrawal and refund policy at <http://controller.richmond.edu/tuition/refund/policy/index.html>. The University of Richmond's academic calendar will be used in determining a refund. Exchange students may be liable for a portion of the tuition fees owed.

II. Home Institution Enrollment & UR Transfer Credit

Students who withdraw from the University of Richmond are responsible for checking and making arrangements with their home institution to see if it is possible to enroll in home institution courses and receive credit at the home institution for work already completed. Richmond does not award partial credit for incomplete courses.