

Program Costs

The total amount students must pay to participate in an off-campus study program varies from college to college, as does the availability of financial aid for off-campus study. These campus policies are often based on the specific curricular goals established at each college. Depending on the policies of a student's home college, charges for off-campus study may be based upon the program's tuition, or may be based upon the college's own tuition. Additionally, some colleges may assess special fees for off-campus study. ACM students should therefore check with the Off-Campus Study and Financial Aid offices to confirm how their college charges students for off-campus study programs, what additional campus fees may apply, and what financial aid may be used toward the cost of their program.

Confirmation Deposit

Once accepted into an ACM Off-Campus Study Program, a \$400 deposit is required. This deposit reserves your spot on the program and must be received by ACM within 15 days of your receipt of acceptance materials. It is credited toward the program fee and is **non-refundable**. Students who do not submit the deposit within the time frame risk losing their spot on the off-campus study program.

For the Chicago and Newberry programs, an additional sum of \$200 for the housing deposit is required. This deposit is **refundable** upon completion of the program provided that no additional cleaning or special repairs are required.

Costs Not Included

For a breakdown of costs covered by the program fee and those costs which are additional, please see the cost worksheet for your program. Typically the program costs (educational costs plus program fee) cover tuition, program-sponsored excursions and site visits, housing, and some group activities. Unless specified, it usually does not include the costs of transportation to and from the program site, meals, passport and visa fees, and personal expenses; these costs are the student's responsibility.

Financial and Scholarship Aid

You are responsible for making sure that any financial or scholarship aid is appropriately applied to the off-campus study program. Please check with your college's Financial Aid office to confirm your financial aid package for your term of off-campus study.

Refunds and Withdraw Policy

ACM makes significant financial commitments on your behalf well before the start of the program. **You are required to send a deposit of \$400 within 15 days of acceptance and the \$400 is non-refundable; it cannot be returned if you cancel.** If you cancel after depositing, ACM will bill your college for all unrecoverable expenses we have incurred on your behalf. The following schedule is in effect:

For students who apply in the spring for a fall program: Students are expected to deposit by April 15. If, having paid the program deposit, you cancel on or before May 15, you will forfeit your deposit and be charged for any unrecoverable expenses. If you cancel after May 15, ACM will bill your college any unrecoverable expenses and an administrative fee; your deposit will not be refunded.

For students who apply in the spring for a spring program: Students are expected to deposit by April 15. If you cancel on or before September 1, you will forfeit your deposit and be charged for any unrecoverable expenses. If you cancel after September 1, ACM will bill your college any unrecoverable expenses and an administrative fee; your deposit will not be refunded.

For students who apply in the fall for a spring program: Students are expected to deposit by November 15. Because of the short time between application and the start of the program, we begin making arrangements as soon as you have deposited. If you cancel after November 15, ACM will bill your college any unrecoverable expenses and an administrative fee; your deposit will not be refunded.

If you withdraw from a program on or after the day students are expected to arrive on site or are asked to leave a program for cause, the program fee cannot be refunded. ACM will work with your home college to determine what portion, if any, of the tuition money may be refunded. Please be aware as well that your college may apply other financial penalties for such a withdrawal.