Participation Confirmation Form will be informed via email of the status of their request within ten (10) business days of receipt of the forms by AMIDEAST.

**Refund Policies**

**Withdrawal from a Program**

From time to time, participants choose to withdraw from an AMIDEAST Education Abroad program after the Participation Confirmation Form has been returned to AMIDEAST Headquarters. Once a signed Participation Confirmation Form is received, participants are held responsible for the confirmation deposit and the other withdrawal penalties which are outlined in this document. By signing the Participation Confirmation Form, participants acknowledge that they have read AMIDEAST’s Financial Policies and agree to pay financial penalties in the case of withdrawal. Please note that the withdrawal penalties listed below apply in all cases, regardless of the reason for the participant’s decision to withdraw from the program. The only case in which AMIDEAST will refund all payments received is when AMIDEAST officially announces the cancellation of a program prior to the start of the term (please see the Program Cancellation section below).

The following policies are applicable in all cases of participant withdrawal from a program:

- The $500 confirmation deposit is non-refundable from the date the signed Participation Confirmation Form is received. Participants must indicate on their Participation Confirmation Form if they are awaiting an external scholarship decision (Boren, Gilman, etc.) that may affect their program enrollment. If a participant cannot attend the AMIDEAST program after not receiving the aforementioned scholarship(s), AMIDEAST will refund the program deposit only if there is another participant available to fill the reserved spot in the program.
- If the participant has confirmed participation for multiple programs and later withdraws from any one program, each $500 confirmation deposit is non-transferable and non-refundable.
- If a participant opted to receive his/her transcript from AMIDEAST’s Institution of Record, the Institution of Record fee is non-refundable after the final invoice has been sent, and the participant will be held responsible for payment of this fee even if he/she withdraws from the program.
- AMIDEAST commits significant financial resources on behalf of program participants well before each program actually begins (e.g., advance tuition payments, hiring of faculty, apartment rent and/or host family payments, etc.). When a participant withdraws from a program, AMIDEAST will issue refunds as follows:
  - **If written notification of withdrawal is received more than 60 days prior to the program start date:**
    The participant will forfeit the $500 non-refundable confirmation deposit, plus the Institution of Record fee (if applicable).
  - **If written notification of withdrawal is received 30-60 days prior to the program start date:**
    The participant will forfeit the $500 non-refundable confirmation deposit, plus the Institution of Record fee (if applicable), plus a $1000 administrative fee.
  - **If written notification of withdrawal is received less than 30 days prior to the program start date:**
    The participant will forfeit the $500 non-refundable confirmation deposit, plus the Institution of Record fee (if applicable), plus a $1000 administrative fee, plus a $1500 late withdrawal fee.

6 | AMIDEAST Education Abroad Programs Financial Policies
If written notification of withdrawal is received after the program start date:

- No refund will be issued.
- AMIDEAST reserves the sole right to determine the amount of the refund. Once AMIDEAST has determined the amount, balances will be refunded or invoices issued for outstanding funds.
- Any refunds will be issued to the participant (if the participant paid the program fee) or to the home institution (if the home institution paid the program fee).
- A refund of payment made by credit card will be processed as a credit back to that card account.
- In some instances, applicable financial aid regulations may require that funds be returned directly to the agency or organization granting the financial aid.
- Please note that the withdrawal policies and penalties also apply to academic year participants who opt out of the second semester. In this case, the participant is required to inform AMIDEAST staff in Washington D.C. in writing of his/her intent to withdraw from the second semester as soon as possible. If an academic year participant notifies AMIDEAST staff in Washington D.C. before the spring semester application deadline (typically October 15) no fees will be charged. If an academic year participant withdraws after October 15, standard withdrawal penalties apply, including a $500 penalty in place of the application deposit. Written notification must be received by AMIDEAST staff in Washington D.C. (email is acceptable). If the participant is in the host-country when the decision to withdraw from the second semester is made, the Field Office staff may offer advice and counsel, however written notification must be sent to staff in Washington D.C. to be deemed an official withdrawal.

Enrollment Deferrals

Occasionally there are circumstances under which a participant wishes to defer his/her enrollment in an AMIDEAST program to a later term. In such cases the following policies apply:

- The $500 confirmation deposit can be applied to the cost of participation in a future program only if the deferring participant’s spot on the original term can be filled by another participant. If the original spot cannot be filled, the $500 deposit will be forfeited and a new $500 deposit will be required.
- Requests for program deferral to a subsequent term are only accepted up to one month prior to the advertised program start date. For example, a participant accepted to a fall program beginning on August 23rd must request a deferral by July 23rd at the latest. This also applies to participants in two consecutive terms (such as Academic Year participants or Spring/Summer participants). If a participant fails to provide notification for deferral one month prior to the start of a given term, AMIDEAST will apply the withdrawal penalties listed below.
- Participants who wish to defer their enrollment should request an Enrollment Deferral Request form from EdAbroad@amideast.org

Enrollment deferrals and transference of confirmation deposit will be determined at AMIDEAST’s sole discretion.

Notification Responsibilities

- Notification of withdrawal from an AMIDEAST program must be submitted in writing. There is no notification of withdrawal form, simply a statement of intent to and reason for withdrawal suffices (email is acceptable).

7 | AMIDEAST Education Abroad Programs Financial Policies
Withdrawals and deferral requests are effective only upon the date written notification is received by the AMIDEAST Headquarters in Washington D.C. Participants are responsible for notifying their home institution directly if they plan to withdraw or defer. Questions regarding home institution policies should be directed to the home institution and participants should be aware of home institution payment policies which differ from those of AMIDEAST.

**Unpaid Balances**
- Grade reports and/or transcripts will not be released for any participant who has an unpaid balance.
- At the sole discretion of AMIDEAST, any participant who fails to pay program fees in full by the due date on the invoice or by the payment dates listed in a financial aid deferral or payment plan approval notification may be deemed ineligible to participate in the program. Notification of ineligibility to participate may be delivered at any time during the program, but participants and billing contacts will receive a late payment notification via email before any action is taken.
- AMIDEAST reserves the right to engage a collection agency to recover an unpaid balance if the participant fails to pay for a program he/she has already completed.

**Program Cancellation**
AMIDEAST reserves the right to cancel an AMIDEAST Education Abroad Program prior to the program start date due to insufficient enrollment or other factors beyond its control. If a program is cancelled prior to the start of the program (for any reason, including, but not limited to, low enrollment or safety and security concerns) accepted participants are given the option to apply to another AMIDEAST Education Abroad Program which has available space, to defer to a later term, or to withdraw. If a participant chooses to defer or withdraw when a program has been cancelled, AMIDEAST will refund all payments received including the $500 deposit, and will have no further liability to the participants admitted to the program or to their home institutions. AMIDEAST will not provide compensation for any costs incurred by the participant or the home institution, including, but not limited to, participant purchased flights to the host country.

AMIDEAST may also choose to cancel a program that is in-progress in the case of an emergency. Such circumstances may include natural disaster, turmoil in the host country, a U.S. State Department issued official Travel Warning for the host country, a U.S. State Department recommended evacuation from the host country, or for other reasons that lead AMIDEAST to conclude that the host country is no longer a tenable study abroad location.

If an emergency requires cancellation of an AMIDEAST Education Abroad Program after it has begun and prior to the conclusion of the academic term, AMIDEAST will make every reasonable effort to make alternative arrangements in order to allow participants to complete their academic work. This may include transfer to an AMIDEAST Education Abroad Program in another country, depending on available space and the time remaining on the original program. If a participant chooses to transfer to another AMIDEAST Education Abroad program, the participant will be required to cover the costs of any academic materials required for the new program, including any textbooks. If alternative arrangements cannot be made, AMIDEAST will make reasonable efforts to collect documentation of participant work completed prior to the program’s cancellation. AMIDEAST will determine if sufficient academic work was completed in order to warrant an award of credit and, if so, will issue AMIDEAST grade reports for either full or partial academic credit.

8 | AMIDEAST Education Abroad Programs Financial Policies
If there is a case where an emergency situation warrants an evacuation of participants who are in the host country, AMIDEAST will work with their insurance company (HTH Worldwide Insurance) to arrange for emergency evacuation. If the insurance company deems the situation a “covered event,” the company will arrange and pay for covered participants' evacuation to the nearest safe haven or to the participant’s country of residence (depending on the participant’s preference). From the location that HTH determines the nearest safe haven, students are responsible for all onward travel costs: either to another AMIDEAST Education Abroad location (if offered as an option by AMIDEAST) or to the participant's country of residence at a later date. AMIDEAST will not be responsible for any travel costs in the case of an evacuation, including any fees charged by airlines to change existing tickets or the purchase of new airline tickets to another AMIDEAST Education Abroad location or to return home.

In the case that a program is cancelled while in-progress, participants who transfer to another AMIDEAST Education Abroad Program of a similar duration will not be charged or refunded any difference in tuition and fees in for the new program. Participants who do not transfer to another AMIDEAST Education Abroad Program after a cancellation will be refunded all unspent program fees for their particular program. AMIDEAST will determine the portion of fees that will be refunded and will make every effort to process those refunds in a timely manner.

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6 Students who are covered under another institution’s HTH Worldwide Insurance policy will have to work with that institution in order to arrange for evacuation as HTH does not permit AMIDEAST to evacuate individuals who are not registered on the AMIDEAST-HTH policy.