

Hiram College Study Abroad Refund Policy

Study Abroad programs require extensive, detailed advanced planning on part of faculty and Study Abroad Office. Because commitments for flights, hotels, cooperating agencies and organizations are frequently done months in advance of the trip, it is essential that students be aware of the financial commitments when signing up for a program. Once a student has been accepted to the program in writing from the study abroad coordinator and **registered** for the study abroad course, the cost of the program is incurred, therefore, a responsibility to payment. Likewise, the College is sensitive to extenuating and unforeseen circumstances that arise in students' lives that could make it impossible for a student to meet the travel commitment. Thus, the College has established a policy whereby both the College and committed students incur the least financial penalty for change of plans.

- Hiram College study abroad program costs are incurred at the onset of registration.
- The cost of the trip is to be paid in accordance with the Hiram College payment policy.
- Withdrawal from a Hiram College sponsored study abroad trip must follow the Study Abroad Withdrawal Policy, as well as change in course registration.
- Refunds for withdrawal from a study abroad trip will be a percentage (%) of the amount charged for the trip. Costs incurred by the College, such as airfare, hotel, in country transportation and similar will reduce the amount refunded.
- Any credit the student received from the College for room or board will be added back to the student's bill and payment is due by the next scheduled payment date.
- Any refund will be applied directly to the student bill.
- The % refunded will be on the following basis (the amount refunded after the % calculation will be reduced for any costs incurred by the College)
 - 75% of the trip billed will be refunded if dropped by the 1st Hiram College payment plan due date for the semester. Trip costs are incurred from the onset of registration for the course.
 - 50% of the trip billed will be refunded if dropped by the 2nd Hiram College payment plan due date for the semester.
 - 25% of the trip billed will be refunded if dropped by the 3rd Hiram College payment plan due date for the semester
 - 0% of the trip billed will be refunded if dropped after the 3rd Hiram College payment due date for the semester.
 - If a student fails to withdraw from a study abroad trip, there will be 0% refunded
 - Once a study abroad trip departs, there will be 0% refunded for cancelled participation