

## **Hampshire College Global Education Office WITHDRAWAL AND REFUND POLICY**

### **College Cancellation of an Exchange Program or Field Course:**

Hampshire College reserves the right to cancel a program/course at any time. All decisions concerning the cancellation (or required modification) of a Hampshire program/course will be made by the Global Education Office and/or the program leader/sponsor or institution, in consultation with responsible authorities on campus and overseas. Should circumstances require that Hampshire cancel a program/class, students will be notified immediately. In the unlikely event of an emergency program cancellation, Hampshire will make every effort to work with the program leader/sponsor or institution to accommodate the academic needs of program participants. The timing and cause of the cancellation will determine the exact amount of the refund; all efforts will be made for a refund on behalf of the student.

### **Participant Withdrawal:**

All students enrolled in the program for which they have been accepted will be responsible for paying the program fee(s). **The Global Education Office must be notified in writing of any withdrawal from participation or cancellation of an application.**

#### Hampshire Exchange Programs

Students who withdraw their participation after Hampshire College's enrollment notification deadline\* will be charged a \$500 cancellation fee AND will be charged for any unrecoverable funds expended on their behalf (e.g. airline and/or other travel tickets, deposits, orientation, accommodation, instruction fees, visa fees, etc.). A student who withdraws after the program start date will be billed the above cancellation fee and charges, in addition to fees per the Hampshire College refund schedule for withdrawals. Withdrawing from a Hampshire Exchange Program after the start date and/or opening of the term is considered a withdrawal from Hampshire College.

#### Hampshire Short-Term Field Courses

The initial payment of \$500 confirmation of program participation deposit is non-refundable. Students who withdraw their participation after GEO's Short-Term Field Course (January Term or May/Summer) final payment deadline will be held liable for any funds already expended by Hampshire College on their behalf (e.g. transportation arrangements, entrance fees, tickets, accommodation deposits, etc.). A student that withdraws after the program starts will forfeit 100% of the program fee.

*\*In few instances students do not receive official acceptance from Hampshire affiliates until after the College's enrollment notification deadline. Students are to enroll by the notification deadline and will not be penalized for change in enrollment status if, unexpectedly, they are not formally accepted for participation by our affiliate institution/program.*

### **Participant Dismissal:**

Hampshire College may dismiss a participant from a Hampshire Exchange Program or Short-Term Field Course for any reason, and at any time, if determined that participation in the program will negatively impact the College or adversely affect the health, well-being or academic growth of participants. Such dismissal will be without refund of tuition or program fees. Return transportation, if applicable, will be at the student's expense. Students who are dismissed from a program/course because of unacceptable personal behavior and/or academic performance will not receive academic evaluation, and therefore no academic credit for the program/course. Complaints about student conduct may be brought to the Hampshire College Community Review Board and the Dean of Student Life. Students whose behavior has proved problematic on a GEO program may not be able to participate in another program through Hampshire College's Global Education Office.

**Expenses and fees as a result of withdrawal or dismissal from a Global Education Office sponsored program will be automatically added to the participant's Hampshire College student account.**