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.