Winter Term 2016 Global Program CANCELLATION FORM

*****PRINT, COMPLETE, AND SUBMIT TO THE GEC (Global Commons 360)*****

Name:____________________________________________________ Date:____________________________________

Student ID:___________________________ Cell/Local phone number:_________________________________________

Winter Term Program Name:__________________________________________________________________________

Reason for cancellation:

☐ Financial Reasons          ☐ Course doesn’t fit academic needs
☐ Medical Reasons            ☐ Program is different from what I expected
☐ Personal Reasons          ☐ Other:___________________________________________________

Cancellation Payment/Refund Schedule and Policies:

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 8, 2015</td>
<td>deposit refund deadline for cancellation (Study Abroad)</td>
</tr>
<tr>
<td>Sept. 15, 2015</td>
<td>deposit refund deadline for cancellation (Study USA)</td>
</tr>
<tr>
<td>Sept. 30, 2015</td>
<td>full payment deadline</td>
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<tr>
<td>Oct. 1-Oct. 16, 2015</td>
<td>students who cancel between these dates will still be responsible for 50% of the cost of the program*</td>
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<tr>
<td>Oct. 17-31, 2015</td>
<td>students who cancel between these dates will still be responsible for 75% of the cost of the program*</td>
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<tr>
<td>As of Nov. 1, 2015</td>
<td>students who cancel after November 1 will still be responsible for the full program cost*</td>
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</table>

Deposit Refunds: If you have paid the deposit and are cancelling your participation prior to the deposit refund deadline, the amount will remain as a credit on your account to be applied towards the following semester’s billing. If you have any questions about your deposit, you may contact the Bursar’s office at bursar@elon.edu or 336-278-5300.

* Students enrolled in study abroad courses are automatically enrolled in a travel insurance policy through an outside insurance provider. Students who must cancel their participation after October 1 may be able to seek a refund through the travel insurance company. Please see our website for full information.

If airline bookings have already been made by the time of a student’s cancellation, some airlines may issue the student a voucher for the value of the ticket less a penalty fee for change in ticketing. These are usually valid for 12 months with the airline issuing the ticket. The airline can provide specific details.

I understand that in withdrawing my participation from the Winter Term Global Program for which I have been accepted I am subject to the cancellation policies outlined above.

Student signature:____________________________________________________Date:____________________________________

For Global Education Center Staff:

Date:_________________________

Notify Registrar:_____ Notify Financial Planning:_____ Withdraw and list reason:_____ 

Notify Bursar:_____ Notify Faculty:_____ Notify Travel Agent:_____