

CGE Use Only: Removed from SAP ____ SAG reversed ____ Scholarship reversed ____ Refund Check Requested ____
Removed from T.D. ____ Honors/Tower ____

Withdrawal Form - CSU Study Abroad Programs

For CSU Faculty-led Study Abroad Programs

Center for Global Engagement

Submit Completed Forms to:

Center for Global Engagement

4225 University Avenue, Columbus GA 31907

Phone: 706-507-8545

Submission of this form to the Center for Global Engagement does not guarantee receipt of a refund, which is contingent upon review and final approval of the request. Please refer to our website for information on refund policies: <http://studyabroad.columbusstate.edu/refundschedule.php>

Name of Student: _____ CSU ID: _____

Name of Study Abroad Program: _____

Indicate program term: ☐ Spring ☐ Maymester ☐ Summer ☐ Fall Year: 20____

REASON FOR WITHDRAWAL:

*Please indicate the reason for your withdrawal request. If *, then documentation is required. Select all that may apply:*

- ☐ Insufficient Funds ☐ Changed Mind (no longer wish to participate) ☐ Family Emergency*
☐ Medical Withdrawal* ☐ Active Military Withdrawal*
☐ Other: (explain) _____

Please provide any additional information about your request to withdraw:

AUTHORIZATION

I hereby request to withdraw from the study abroad program listed above. I understand the refund schedule policies provided the Center for Global Engagement.

Signature of Student

Date

Note: Refunds are issued by check and typically available within 2-3 weeks of a completed withdrawal form. Contact Ms. Christine Murphey for more information.

APPROVAL OF WITHDRAWAL REQUEST (To be completed by Center for Global Engagement)

Date approved: _____ Amount of refund approved: _____

Approved by: _____

Additional Notes:

Study Abroad Refund Schedule

2017 - 2018 CSU Faculty - Led / Short Term Programs Spring Break Programs

CSU will refund applicants for study abroad programs based on the date that requests are received by CGE and according to the schedule listed below.

J-Term Programs If completed withdrawal form is received:	Forfeit Amount
Before Sept. 20	\$100
Sept 20 - Oct. - 20	\$1,000
After Oct. 20	Total Program Fee (\$0 refund)
Spring Break Programs If completed withdrawal form is received:	Forfeit Amount
Before Oct. 27	\$100
Oct. 27 - Dec. 5	\$1,000
After Dec. 5	Total Program Fee (\$0 refund)
Maymester Programs If completed withdrawal form is received:	Forfeit Amount
Before Feb. 2	\$100
Feb. 2 - Mar. 9	\$1,000
After Mar. 9	Total Program Fee (\$0 refund)
Summer Programs If completed withdrawal form is received:	Forfeit Amount
Before Feb. 26	\$100
Feb. 26 - April 9	\$1,000
After April 9	Total Program Fee (\$0 refund)