

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 whether or not the student purchased the strongly encouraged Cancel for Any Reason (CFAR) program insurance within 21 days of paying the program deposit. 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: ☐ J-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 policies provided by the Center for Global Engagement, which depend on whether I purchased CFAR insurance separately.

\_\_\_\_\_  
Name of Faculty Leading the Program

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Faculty Leading the Program

\_\_\_\_\_  
Date

**Note:** Refunds are credited to your CSU student account and refunded via Bank Mobile, depending on whether or not there is a balance owed. Typically, funds are available within 2-3 weeks of a completed withdrawal form. Contact Ms. Christine Shaw, [shaw\\_christine@clumbusstate.edu](mailto:shaw_christine@clumbusstate.edu), 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: \_\_\_\_\_

## From the Online Study Abroad Program Application:

Purchasing additional insurance like CFAR (Cancellation For Any Reason) through Cultural Insurance Services International (CISI) is *optional* but STRONGLY encouraged, in the event the program is canceled due to COVID-19 or other reasons. **By electronically signing this document you understand the financial risk you are taking by NOT purchasing this additional insurance.** Columbus State University and the Center for Global Engagement can not guarantee a full refund of program costs paid.

## Travel Protection for Academic Travel

Protect your prepaid trip costs from named risks or \*For Any Reason preventing travel. The Worldwide Trip Protector Plans with travel insurance underwritten by the United States Fire Insurance Company, rated A (Excellent) by A.M. Best 2019, may help protect the financial investment for educational travel both domestically and abroad.

Ideal for study/intern abroad, the program provides trip cost protection for individual travel including students, faculty, and chaperones.

Learn More About Travel Protection Plan - <https://www.culturalinsurance.com/academic-trip-protector-insurance-program.asp>

## Worldwide Trip Protector Plus Benefits:

### Travel Delay:

May provide benefits (i.e. reimbursement of lodging, food and other reasonable expenses) if you are delayed by quarantine, Natural Disaster or other covered reasons while en route to/from or during your trip.

### Trip Cancellation:

May provide reimbursement (up to 100% of Trip Cost) when forced to cancel for quarantine, sickness or other reasons covered by the plan.

### Trip Interruption:

May provide reimbursement (up to 150% of Trip Cost) when you must interrupt your trip due to quarantine, sickness or other reasons covered by the plan.

### Cancel For Any Reason (CFAR)\*: **RECOMMENDED FOR COVID-19 CONCERNS**

May provide reimbursement when forced to cancel your trip For Any Reason (up to 75% of non-refundable Trip Cost).

### Interrupt For Any Reason (IFAR)\*:

May provide reimbursement when you must interrupt your trip For Any Reason (up to 75% of non-refundable Trip Cost).

**\*CFAR must be purchased within 21 days of the date when your initial deposit/payment is received,** and you must insure 100% of the prepaid trip costs that are subject to cancellation penalties or restrictions (and also insure within 21 days of the deposit/payment the cost of any subsequent travel arrangements added to your trip). Additional terms apply to both CFAR and IFAR.

To learn more about this program, contact Travel Insured International: **1-855-611-0918**