

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:  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:*

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### 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

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

\_\_\_\_\_  
Date

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

### 2019-20 CSU Faculty - Led / Short Term 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.

<b>J-Term Programs Date of Intent to Withdraw is Received</b>	<b>Forfeit Amount</b>
Before Sept. 16	\$100
Sept. 16 - Oct. 16	\$1,000
After Oct. 16	Total Program Fee (\$0 Refund)
<b>Spring Break Programs Date of Intent to Withdraw is Received</b>	<b>Forfeit Amount</b>
Before Oct. 28	\$100
Oct. 28 – Dec. 2	\$1,000
After Dec. 2	Total Program Fee (\$0 Refund)
<b>Maymester Programs Date of Intent to Withdraw is Received</b>	<b>Forfeit Amount</b>
Before Feb. 12	\$100
Feb. 12 - Mar. 12	\$1,000
After Mar. 12	Total Program Fee (\$0 Refund)
<b>Summer Programs Date of Intent to Withdraw is Received</b>	<b>Forfeit Amount</b>
Before Mar. 6	\$100
Mar. 6 - April 6	\$1,000
After April 6	Total Program Fee (\$0 Refund)