

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:

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

2018-2019 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.

J-Term Programs Date of Intent to Withdraw is Received	Forfeit Amount
Before Sept. 10	\$100
Sept. 10 - Oct. 10	\$1,000
After Oct. 10	Total Program Fee (\$0 Refund)
Spring Break Programs Date of Intent to Withdraw is Received	Forfeit Amount
Before Oct. 26	\$100
Oct. 26 - Nov. 26	\$1,000
After Nov. 26	Total Program Fee (\$0 Refund)
Maymester Programs Date of Intent to Withdraw is Received	Forfeit Amount
Before Feb. 11	\$100
Feb. 11 - Mar. 11	\$1,000
After Mar. 11	Total Program Fee (\$0 Refund)
Summer Programs Date of Intent to Withdraw is Received	Forfeit Amount
Before Mar. 4	\$100
Mar. 4 - April 4	\$1,000
After April 4	Total Program Fee (\$0 Refund)