

REFUND REQUEST

INSTRUCTIONS:

Students may request a refund of nonrefundable fees, including the application fee, deposit, program fee, tuition, and/or late fee(s). Before requesting a refund, review the [Withdrawal Refund Policy](#) and communicate with your Study Abroad Advisor to discuss your options. **The deadline for your request is no later than 90 days after your official withdrawal date.** To proceed with the refund request you must:

- Complete sections A through C below.
- Attach the required supporting documentation and personal statement.
- Submit this information via email to studyabroad@usu.edu.

The decision regarding your refund request will be sent to your preferred email address in Banner. Global Engagement endeavors to provide a decision as soon as possible, but a final determination may not be made until as late as 60 days after conclusion of the program. Contact your Study Abroad Advisor with any questions regarding this form or the request process.

SECTION A: Student Information

Last Name: _____ First Name: _____ A-number: _____

Program Name: _____

Term/Year of Withdrawal:

- Academic Year 20__-20__
 Calendar Year 20__
 Fall 20__
 Spring 20__
 Spring Break 20__
 Summer 20__

Type of Refund Request:

- Application Fee
 Program Fee
 Late Fee(s)
 Deposit
 Tuition

SECTION B: Reason for Refund Request

Select the reason below. **Attach a personal statement explaining your reason and attach supporting documentation.** Documentation must be dated and verifiable.

Reason	Supporting Documentation (Contact studyabroad@usu.edu with questions).
<input type="radio"/> Medical	Letter from attending physician
<input type="radio"/> Illness/death in immediate family	Letter from attending physician/copy of death certificate/obituary
<input type="radio"/> Academic	Transcripts, student academic record, letter from academic contact, etc.
<input type="radio"/> Military	Copy of military orders
<input type="radio"/> Unanticipated financial situation	Copy of paperwork documenting bankruptcy, loss of employment, etc.
<input type="radio"/> Other	Required documents to support your claim

SECTION C: Student Certification

- I certify all information included in this refund request is true, and Global Engagement staff have my permission to verify the supporting documentation. Staff may contact the individuals listed in the supporting documentation, and may contact me for more information, including additional individuals who can verify the information.
- I understand Global Engagement is not able to guarantee and does not guarantee that any portion of the fees owed to or paid to Global Engagement will be removed or refunded.
- I understand Global Engagement endeavors to provide a decision as soon as possible, but a final determination may not be made until as late as 60 days after conclusion of the program.

Student Signature: _____

Date: _____

For Office Use Only:

Approved? Yes No Results of Decision _____

Effective Date of Adjustment/Refund: _____ Term/Year: _____

Amount Balance Due: _____ By Date: _____