



INTENT TO ENROLL FORM

TO CONFIRM:

I _____ intend to participate in Northwestern's _____
(student) *(program name & location)*

Summer Study Abroad Program.

Northwestern Students: In order to reserve your place in the program, please complete this form and submit it to your program office by your confirmation deadline. Your program fee will be billed by Northwestern on May 10. All fees must be paid in full by June 1. For a list of summer program fees, visit <http://www.northwestern.edu/studyabroad/programs/summer/>.

If you withdraw from your program after submitting a signed Intent to Enroll form, you will be charged a minimum \$1,000 cancellation fee plus unrecoverable costs incurred on your behalf by your program office.

Non-Northwestern Students: In order to reserve your place in the program, please complete this form, submit it to your program office and pay a \$1,000 non-refundable deposit (which will be applied to your overall program fee) by your confirmation deadline. Your remaining program balance will be billed by Northwestern on May 10. All fees must be paid by June 1. For a list of summer program fees, visit <http://www.northwestern.edu/studyabroad/programs/summer/>.

If you submit a signed Intent to Enroll form but do not submit a \$1,000 deposit within 10 days after the program's confirmation deadline, you are subject to an additional \$500 penalty fee.

If you withdraw from your program after submitting a signed Intent to Enroll form, you will be charged for unrecoverable costs incurred on your behalf by your program office, and your deposit will not be refunded.

We have reviewed the Refund, Cancellation and Withdrawal Policies on the following page. We understand and accept the regulations governing Northwestern University's summer programs.

Signed by:

Student: _____ **Date:** _____
Signature

Printed name

Parent/Legal Guardian: _____ **Date:** _____
(Required) Signature

Printed name

TO WITHDRAW:

I _____ do not wish to attend Northwestern's _____
(student) *(program name & location)*

Summer Study Abroad Program.

Please withdraw my application for the following reason(s):

REFUND, CANCELLATION, AND WITHDRAWAL POLICIES FOR NORTHWESTERN SUMMER PROGRAMS

If a student withdraws from a Northwestern University Summer Study Abroad Program after submitting a signed Intent to Enroll form, s/he must inform their program office in writing immediately.

In such an event, the following policies apply.

1. Prior to program's commencement:

- a. If an accepted student chooses to withdraw before a program begins, s/he will be responsible for paying a \$1,000 cancellation fee (or a \$1,000 non-refundable deposit in the case of non-Northwestern students) plus any unrecoverable program costs that the Northwestern coordinating office or the program has incurred on his or her behalf. Such costs may include, but are not limited to: pre-paid meals, pre-paid room or housing reservation deposits, airline deposits or airline tickets, bus rental fees, and/or payments for guides. Thus, even if the student has not yet paid the full program balance and does not attend the program, s/he will be responsible for paying any unrecoverable program costs. Therefore, it is in the student's best interest to notify their coordinating office immediately upon making a decision to withdraw in order to minimize unrecoverable expenses made on the student's behalf.

2. After program's commencement:

- a. If a student chooses to withdraw after a program begins for any reason, no refunds will be given. In addition, any student who withdraws before completion of the program may not be eligible to receive academic credit from the program.
- b. If a student is required to return to the U.S. after a program's commencement due to serious illness, death, or death within the immediate family, the NU coordinating office will make reasonable efforts to refund recoverable costs to the student.
- c. If a student chooses not to participate in a prepaid program activity (such as a field trip, excursion, cultural event, included meals, etc.): No portion of the program cost will be refunded.
- d. If a student is dismissed from a program due to behavioral, academic, legal, or other related issues: No refunds will be given.
- e. Students receiving financial aid should consult with the Financial Aid Office for information about how withdrawing from a summer program would affect their federal, state, or institutional aid.

Program Cancellation Policy

Because student safety is of critical importance, Northwestern University reserves the right to cancel any Northwestern sponsored summer program in a location that is considered unsafe by the University or for which the U.S. Department of State has issued a Travel Warning.

In such an event, the following policies apply:

1. If Northwestern cancels a program for safety reasons prior to departure or after commencement of the program:
 - a. NU's study abroad offices will make reasonable efforts to refund recoverable program costs to the participants. Unrecoverable program expenses (e.g., airline deposits, excursion expenses, housing fees or reservation deposits) cannot be refunded.
 - b. If Northwestern cancels a program after it has commenced due to safety concerns, an emergency, or a natural disaster: The coordinating office will make reasonable efforts to help students complete the academic work from the program and, depending on the circumstances, possibly earn the intended academic credit from the program. Whether or not this is possible depends largely on the particular program, the circumstances of the academic work of the program, and the length of time remaining in the program after the official cancellation date.
 - c. If Northwestern cancels a program for reasons other than safety, including under-enrollment: The coordinating office will make reasonable efforts to refund recoverable program costs to the participants.

* Note:

- The Financial Aid Office will review program cancellations on a case-by-case basis for students who are receiving financial aid.
- Because full refunds are often not possible, students may wish to consider purchasing trip cancellation insurance that can be obtained through many travel agents or insurance companies. Policies vary on when trip cancellation insurance must be purchased, so students should check with travel insurance providers for more details.