

Faculty-Led Program (FLP) Refund Schedule Guidelines

To ensure transparency and financial accountability for participants in faculty-led study abroad programs, the following refund schedule applies. These guidelines outline when and how program costs become non-refundable based on key milestones in the planning and implementation process.

1. Initial Commitment

Upon application and acceptance into the program, a \$300 deposit is required to secure a spot.

Non-Refundable Deposit: This deposit is non-refundable under all circumstances.

2. Airfare Purchase

Once group or individual airfare is purchased on behalf of the participant:

The \$300 deposit remains non-refundable.

The full cost of airfare becomes non-refundable, regardless of cancellation reason.

This applies even if the participant withdraws before the program begins.

Note: Airfare costs will vary depending on destination, airline policies, and booking timelines. The traveler may be able to work directly with the airline to obtain credit to be used for future travel. This policy varies depending on the airline and the type of ticket purchased. Consult the airline or travel agency for more information.

3. Program Contracts & Travel Finalization

After contracts with program providers, vendors, accommodations, and ground transportation are finalized:

The entire billable travel cost becomes non-refundable.

This includes lodging/accommodation fees, ground transportation (buses, trains, shuttles, etc.), program provider fees (e.g., excursions, guides, cultural activities), and any other prepaid services or bookings.

Finalization is defined as the point at which the university or program coordinator has signed binding agreements or made payments to third-party vendors.

Important Notes

Withdrawal Timing: Participants who withdraw before airfare or vendor contracts are finalized may be eligible for partial refunds (excluding the \$300 deposit).

Exceptions: Refunds outside of this schedule may only be considered in cases of documented medical emergencies or program cancellation by the university.