



# Study Abroad Program – Statement of Commitment

Washburn University ♦ Office of International Programs

1700 SW College Ave ♦ Topeka, KS 66621

Phone (785) 670-1051 ♦ Fax (785) 670-1067

[studyabroad@washburn.edu](mailto:studyabroad@washburn.edu) <https://washburn.studioabroad.com>

I, \_\_\_\_\_ accept the conditions of the WU program:  
(First name and Last name) (Washburn Identification Number WIN)

**Program Title:** \_\_\_\_\_ **Country:** \_\_\_\_\_

**Dates of Program:** \_\_\_\_\_, as well as financial responsibilities as outlined in the program materials.  
(mm/dd/year – mm/dd/year)

In the event of illness or other unexpected catastrophic events which may lead a student/participant to forego the program or to terminate that study prematurely, WU will not be required to provide a refund or any of the monies paid for the program. However, it may do so if WU determines that the circumstances merit a refund.

I understand that, while every precaution will be taken by WU, it cannot be held legally liable for any mishaps which may occur. In particular, I recognize that there are risks associated with air, rail, and automobile travel (whether public or private). I understand that by signing this commitment form I acknowledge and accept responsibility for the timely payment of all charges for which I am billed in connection with this program. I further acknowledge that my failure to pay these charges in full on a timely basis will incur penalties that may include, but are not limited to, holds on my student account, late fees and collection charges including attorney fees. ***Non-WU student participants must pay the Total Program Cost prior to the program departure date.***

I promise to pay to Washburn University, 1700 SW College Avenue, Topeka KS 66621, the full or partial amount of the funds provided me by the University’s Office of International Programs to study abroad, plus reasonable attorney’s fees and other costs and charges necessary for the collection of this note, in the event I shall have failed to participate in or complete all the requirements of the program of study abroad for which the funds were provided.

**\$ \_\_\_\_\_ Total Billable Travel Portion of Program Cost per Student/Participant (this does not include tuition)**

## Payment Schedule

Date: \_\_\_\_\_ Amount Due: \$ \_\_\_\_\_ (down payment, non-refundable)  
Date: \_\_\_\_\_ Amount Due: \$ \_\_\_\_\_  
Date: \_\_\_\_\_ Amount Due: \$ \_\_\_\_\_  
Date: \_\_\_\_\_ Amount Due: \$ \_\_\_\_\_ (or remaining balance)

This promissory note shall be governed by and construed in accordance with, the laws of the state of Kansas.

\_\_\_\_\_  
Name of Student/Participant (Print)

\_\_\_\_\_  
Signature of Student/Participant

\_\_\_\_\_  
Date

***Non-WU Participants:*** Program fees are processed through the Washburn Business Office. In order to process payments, participants must have a Washburn Identification Number (WIN) and a WU account. If you do not have a WIN, please provide the following information and one will be generated to facilitate payments through a WU account.

Date of Birth: \_\_\_\_\_ Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ zip \_\_\_\_\_

**Return the completed form to Office of International Programs**



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The payment process for Washburn Faculty-led programs is processed through the WU Business Office. For all programs a non-refundable down payment is due on the date indicated on the Statement of Commitment. The total amount due is billed to the student account. Participants are responsible for all finance charges that accrue until the balance is paid in full.

## Frequently Asked Questions

### What is included in the total billable fee?

Program fees vary. Items generally included in the fee are round trip airfare, in-country transportation, program administrative fee, accommodations, and excursions. Items generally not included in the program fee are passport and visa, meals and personal expenses. Refer to the budget sheet on the program brochure page located on the [WU Study Abroad](#) website for a breakdown of program fees. Consult the program faculty leader for specific questions regarding the program fee.

### How is the Study Abroad Application Fee billed?

The Study Abroad Application Fee is posted to the WU account when participants begin an online program application through [WU Study Abroad](#). Fees vary depending on the [applicant type](#).

### How is WU Tuition billed?

WU tuition is billed according to the standard WU process. Refer to the [WU Tuition Payment Deadlines](#) for more information.

### Where do I make payments?

[The Washburn University Business Office](#) processes payments. All payments can be made at the Student One Stop Cashier Window located on the first floor of Morgan Hall in the Welcome Center. Payments can also be made online through My Washburn – Financial Services - WU View. Students waiting for a loan disbursement to pay for the program will need to visit with the [Business Office](#) and the [Financial Aid Office](#) to coordinate loan disbursement prior to departure.

### What methods of payment are accepted?

Payments may be made by cash, check or money order. Make checks payable to “Washburn University” and in the note put the title of the Study Abroad Program to assure that the payment goes towards paying the program fees. Debit cards and credit cards (Visa, MasterCard, Discover and American Express) are also accepted.

### Does my bill have to be paid in full prior to departure?

Faculty-led Program fees must be paid in full prior to departure UNLESS prior arrangements are made with the [Business Office](#).

### How do Non-WU student participants make payments?

In order to process payments, participants must have a Washburn Identification Number (WIN). Participants who do not have a WIN, will need to provide their date of birth and address on the Statement of Commitment. The [Business Office](#) will provide a WIN and an account to facilitate program payments.