



OFF-CAMPUS STUDY REFUND POLICY

Off-campus study programs require extensive, detailed advanced planning on the part of faculty and The College of Wooster. Because financial commitments are frequently due months in advance of the trip, it is essential that students be aware of the financial commitments when signing up for a program.

General Terms

- The cost of the program is to be paid in accordance with The College of Wooster payment policy (see “Billing and Payment Procedures” of The College of Wooster Catalogue).
- The initial Off-Campus Study Administrative Fee is non-refundable for all off-campus study participants.
- Refunds of federal grants and loans for all programs are determined according to the federal ‘Return of Title IV funds’ calculation.

Wooster-Run Programs

Withdrawal before departure:

- If you withdraw prior to departure, in addition to forfeiting your deposit and the off-campus study administrative fee, you will lose any unrecoverable monies that the College has already committed on your behalf.
- Students withdrawing prior to the start of the program should submit written notification of their withdrawal to The College of Wooster prior to the program start date.

Withdrawal after departure:

- Students who withdraw after the start of the program for personal or medical reasons (certified by a physician) or serious emergencies shall forfeit the enrollment deposit, the Off-Campus Study Administrative Fee, and any non-recoverable expenses incurred by The College on the student’s behalf, but may receive refunds for any additional amounts of institutional aid paid according to the Schedule of Charges for Withdrawal indicated in the “Withdrawal” section of The College of Wooster Catalogue, providing written notification of withdrawal is received by The College of Wooster within this timeframe. The amount refunded after the percent calculation will be reduced by any non-recoverable costs already incurred by The College on your behalf. The number of weeks corresponds to the date that courses begin on the program. This schedule may change for short-term/summer programs in which case this will be indicated in the program’s documentation.
- If the program is cancelled due to insufficient student enrollment, then a full refund of funds paid (excluding federal aid) will be given to each student.
- If the program is cancelled due to an act of war or terrorism or other circumstances that make the program location unsafe, all funds not already spent on behalf of the student (excluding federal aid) will be refunded to each student.
- Final decisions regarding refunds of institutional aid will be made by The College of Wooster Billing Office.

Endorsed Non-Wooster Program Refund Policies

- Students participating in non-Wooster off-campus study programs during the academic year or semester will be charged a non-refundable Off-Campus Study Administrative Fee equal to 1% of the Wooster Comprehensive Fee billed to the Wooster account. Students on non-Wooster programs adhere to the payment and refund policies of the program sponsor and should investigate these policies in advance of participation in their designated off-campus study program.

