

Withdrawal Policy

Students who withdraw from off-campus study after submitting their signed contract are charged fees and unrecoverable expenses according to their specific program. The withdrawal schedule for Santa Clara University programs is published below. Students who withdraw may not defer their application to a subsequent term, but they may reapply. Students are strongly encouraged to discuss their intent to withdraw with a staff member in International Programs to be certain they fully apprehend the academic and financial implications prior to making their decision. Students who are involuntarily withdrawn or dismissed from a program are responsible for all program costs and may receive no credit. Students will not be able to register for classes on campus during their assigned registration appointment until their withdrawal is fully recorded by the Registrar's Office – See *Withdrawal Process*.

Withdrawal Process

To withdraw, students must email studyabroad@scu.edu with the subject line: "Withdrawal: Term Year – Last name". The withdrawal statement must include: 1) the reason for withdrawal, 2) date of withdrawal, 3) description of intention to return or withdraw from Santa Clara University. International Programs will work with the off-campus program to determine the implications for grades, credits and finances. International Programs will notify the Registrar's Office, Bursar's Office and Financial Aid Office that the student has been withdrawn within three business days.

Withdrawal Schedule

Academic Year 2011-12

Summer 2011:

SCU London

<u>Schedule</u>	<u>Charge</u>
April 15, 2011	Last day to withdraw with no penalty
61 days prior to start date	Unrecoverable expenses
31 to 60 days prior to start date	\$500 plus unrecoverable expenses
30 days prior to start date	No refund

SCU Germany/SCU Costa Rica

<u>Schedule</u>	<u>Charge</u>
61 days prior to start date	Last day to withdraw with no penalty
1 to 60 days prior to start date	\$500 plus unrecoverable expenses
Program start date or later	No refund

Fall 2011:

SCU Rome/SCU Barcelona

<u>Schedule</u>	<u>Charge</u>
May 25, 2011	Last day to withdraw with no penalty
May 26 to June 30, 2011	\$1,500
July 1 to July 14	\$3700
July 15 to August 1	\$7500
August 2 or later	No refund

SCU London

<u>Schedule</u>	<u>Charge</u>
May 31, 2011	Last day to withdraw with no penalty
June 1 to July 31, 2011	\$500
August 1 to August 31, 2011	\$12,500
September 1 or later	No refund

SCU Casa El Salvador/SCU Burkina Faso

<u>Schedule</u>	<u>Charge</u>	
	<u>SCU Students</u>	<u>Non-SCU Students</u>
April 30, 2011	Unrecoverable expenses	\$500 plus unrecoverable expenses
May 1 to July 15, 2011	\$500 plus unrecoverable expenses	\$500 plus unrecoverable expenses
July 16 to program start date, 2011	\$2,000 plus unrecoverable expenses	\$2,000 plus unrecoverable expenses
Program start date or later	No refund	No refund

Spring 2012:

SCU Casa El Salvador

<u>Schedule</u>	<u>Charge</u>	
	<u>SCU Students</u>	<u>Non-SCU Students</u>
Withdrawal after acceptance	\$500 plus unrecoverable expenses	\$500 plus unrecoverable expenses