

## Cancellation and Refund Policy

### Why is a policy necessary?

Arrangements for international travel for a group involve advance planning and program commitments based on the number of registered participants. Deposits for airline tickets, accommodations, group activities, and full payment of many costs take place several weeks or months prior to departure. In some instances, the College must commit non-recoverable monies prior to the deadlines for student payment of program fees. It is necessary, therefore, to have a stringent cancellation and refund policy.

### Where do I get information about deadlines and penalties?

It is very important that you understand the policy that applies to your particular study abroad or travel program. Your program sponsor will provide you with information describing the deadlines for the deposit and final payment as well as the rules for penalties and refunds. Make sure you read this document carefully and ask your program sponsor for clarification on anything that you do not understand.

### How do I cancel from a program?

Cancellation penalties begin prior to the deadline for final payment and your cancellation must be submitted to the program sponsor in writing. In such cases, applicable penalties will be charged to the student's account. Prior to initiating the registration process, you should consider carefully the decision to participate in the program and the financial commitment incurred.

### Program Cost Refunds

No refunds will be given for deviations from the planned itinerary, failure to participate in program activities, or early return to the U.S. for voluntary reasons or for dismissal due to values violations. The College reserves the right to modify program plans and the itinerary should conditions make such changes necessary. Refunds may take up to 30 days to process. Refunds will be issued by the Business Office, based on a copy of the withdrawal and the available account balance at the time of withdrawal.

### Tuition Refunds

Tuition refunds for all Builders Abroad programs will be made in accordance with College policy for tuition refunds for on-campus programs. See the catalog for the policy.

## Philosophy and Risks

Southwestern College offers travel and study programs abroad as part of the College's commitment to providing students with opportunities to develop a world view through academic study within another culture. The College places high priority on the security and welfare of its students but recognizes that a certain degree of risk is inherent in international travel and study. Students choosing to participate in Builders Abroad programs should understand and assume the risks inherent in such a program. The Builders Abroad program will take place as scheduled unless an official travel warning is issued by the United States Department of State advising U.S. citizens not to travel to or in the region involved in this course or unless a decision is made by the Southwestern administration that events or circumstances pose an unreasonable risk to students and staff. If the College cancels the program prior to departure, the College cannot guarantee a full refund. The College will make a prorated refund of all monies that can be recovered. If the cancellation is the result of an official travel warning issued by the U.S. Department of State, we expect that many airlines will make a full refund. Some hotels or other suppliers may also make a full or partial refund. We recommend that you consider travel insurance to cover this risk.