

Cancellation and Refund Policy  
Builders Abroad  
Southwestern College

**Important Note**

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 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. Please read the following information carefully. **Note that cancellation penalties begin prior to the deadline for final payment and that 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.

**Deadlines**

Failure to meet deadlines for payment of fees and tuition may result in being dropped from the program.

\_\_\_\_\_ Deposit Due; Deposit is non-refundable.

Deposit is credited toward program fee. The deposit begins the registration process, initiates participation in the program, and submits the student to the Cancellation and Refund Policy.

\_\_\_\_\_ Full Payment Due (exclusive of deposit)

**Cancellation Penalties and Refunds (exclusive of tuition)**

If you withdraw from the program between the dates listed, the corresponding actions will apply. Cancellation penalties or refunds will be based on the date written cancellation is received in the program sponsor's office.

From Submission of Deposit to \_\_\_\_\_ Deposit will be forfeited.

From \_\_\_\_\_ to \_\_\_\_\_ 25% of program cost (excluding tuition) will be charged to your account (deposit applies)

From \_\_\_\_\_ to \_\_\_\_\_ 50% of program cost (excluding tuition) will be charged to your account (deposit applies)

From \_\_\_\_\_ to \_\_\_\_\_ If full payment of the program fee has been made, the student will receive a refund of 25% of the program fee (tuition not included). **If full payment of the program fee has not been made by the student, the cancellation penalty of 75% of the program fee (tuition not included) will be charged to the student's account. Deposit and partial payment will be applied to charges.**

After \_\_\_\_\_ No refunds of program fee after this date.

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

### **Philosophy and Procedures of the College in Regard to International Travel and Study Programs**

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.**

I acknowledge that I have been informed about the deadlines mentioned above and I accept the conditions involved in the refund policy in regard both to the program fees and to tuition.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(please sign)

Revised: 03/02/05