

Program Cancellation Refund Policy

Program cancellation refers to a decision **made by UW-Eau Claire or a partner organization** to:

- Cancel an individual student’s program participation after the student had been admitted, or
- Cancel an entire program, either before or after the program start date

For information on **student-initiated withdrawal** from a program, see the Student Withdrawal Refund Policy.

INDIVIDUAL STUDENT CANCELLATION

Per the Center for International Education Enrollment Agreement, a student may be cancelled after admittance to a program for a) Failure to maintain good standing (academic, conduct or financial) or the eligibility requirements of the program, or to meet requirements defined and published under Academic Policies & Regulations in the UW-Eau Claire catalog; b) Personal conduct adversely affecting other students or faculty and/or conduct that violates the rules and regulations published in the Blugold Code; c) Conduct which violates the laws of the country in which the program occurs.

	Pre-CIE Withdrawal Deadline	Post CIE Withdrawal Deadline, but Pre-Program Start Date	Post Program Start Date	Notes
CIE App Fee	No refund	No refund	No refund	
CIE \$150 Deposit (part of overall CIE Admin Fees)	Refund	No refund	No refund	<i>By Post CIE Withdrawal, significant staff and student staff time, as well as office overhead, will be have been expended on orientation and advising.</i>
Remaining CIE Admin Fees	Not charged until program start date	No refund	No refund	<i>Students cancelled after the CIE Withdrawal Deadline are responsible for the full CIE administrative fees, even if they have not yet been paid.</i>
CISI Insurance	Not charged until program start date	Not charged until program start date	If recoverable from CISI	
Program Fees Paid through UW-Eau Claire	If recoverable from host organization	If recoverable from host organization	If recoverable from host organization	<i>See program cost estimate for items paid through UW-Eau Claire</i>
Application Fees, Deposits and Program Fees Paid directly to Host Organization	Per host organization policy	Per host organization policy	Per host organization policy	<i>See program cost estimate for items students pay directly to host institution</i>
Airfare/Travel Costs; Pre-Booked Personal Travel	Per travel agency, booking site or airline policy	Per travel agency, booking site or airline policy	Per travel agency, booking site or airline policy	<i>Purchase of tickets/and any change, cancellation or rebooking fees are the student’s responsibility</i>
Passport and/or Visa Fees	Not reimbursable	Not reimbursable	Not reimbursable	<i>Cost of a passport and visa (if required) are the student’s responsibility</i>

*Withdrawal deadlines: Fall/Academic Year—July 1; Winterim—October 1; Spring/Calendar Year—November 1; Summer—March 1

Updated 10/13/2021 to include withdrawal deadlines

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CANCELLATION OF AN ENTIRE PROGRAM

	Pre-CIE Withdrawal Deadline	Post CIE Withdrawal Deadline, but Pre-Program Start Date	Post Program Start Date	Notes
CIE Application Fee	No refund	No refund	No refund	
CIE \$150 Deposit (part of overall CIE Admin Fees)	Refund	No refund	No refund	<i>By Post CIE Withdrawal, significant staff and student staff time, as well as office overhead, will be have been expended on orientation and advising.</i>
Remaining CIE Admin Fees	Not charged until program start date	Not charged until program start date	No refund	<i>By the program start date, most CIE staff and student staff time, as well as office overhead, will already have been expended, and staff will continue to support students post-return with academic, financial and reentry issues.</i>
CISI Insurance	Not charged until program start date	Not charged until program start date	If recoverable from CISI	
Program Fees Paid through UW-Eau Claire	If recoverable from host organization	If recoverable from host organization	If recoverable from host organization	<i>See program cost estimate for items paid by UW-Eau Claire</i>
Application Fees, Deposits and Program Fees Paid directly to Host Organization	Per host organization policy	Per host organization policy	Per host organization policy	<i>See program cost estimate for items students pay directly to host institution</i>
Airfare/Travel Costs; Pre-Booked Personal Travel	Per travel agency, booking site or airline policy	Per travel agency, booking site or airline policy	Per travel agency, booking site or airline policy	<i>Purchase of tickets/and any change, cancellation or rebooking fees are the student’s responsibility</i>
Passport and/or Visa Fees	Not reimbursable	Not reimbursable	Not reimbursable	<i>Cost of a passport and visa (if required) are the student’s responsibility</i>

*Withdrawal deadlines: Fall/Academic Year—July 1; Winterim—October 1; Spring/Calendar Year—November 1; Summer—March 1