University of Virginia
McIntire School of Commerce
Study Abroad Program Refund Policy

SPRING 2004

This refund policy covers Study Abroad Programs administered by the McIntire School of Commerce in partnership with the College of Arts and Sciences. Specifically, this policy applies to the following study abroad program:

COM 386 / EVSC 494: “The Business of Saving Nature” (Mark White and Tom Smith)

As trips are planned and various lodging and transportation reservations made in good faith, some costs are incurred that cannot be recovered if a student withdraws. This policy is designed to fairly allocate the program costs and savings when a student withdraws or a program is cancelled for some reason.

Fee Categories

Program fees include tuition to be paid to the McIntire School of Commerce and the College of Arts and Sciences and additional fees to cover program costs associated with study abroad. The deposit is considered part of the program fees.

Refund Categories:

1. Student Withdrawal (includes dismissal for disciplinary reasons):

Deposit: The $250 deposit is non-refundable.

Program Fees:

With notification of withdrawal prior to January 14, all program fees, with the exception of the deposit, will be refunded. Upon notification of withdrawal after January 14 but prior to departure, program fees will be refunded, with the exception of the following: a $500 processing fee.

If the student provides notification of withdrawal after the scheduled departure date and before the before the end of the fifth day of the program, one-half (1/2) of the program fees will be refunded (excluding airfare, if any). After that time, no refunds will be given.

Although the McIntire School of Commerce has reserved tickets for students participating in this program, and strongly encourages them to use these reserved tickets, the School assumes no responsibility for attempting to secure refunds after those tickets have been purchased. Students should note that airline tickets may be all or partially non-refundable, depending on the terms
under which the tickets were issued,† and are encouraged to purchase travel insurance to guard against loss in the event of unforeseen circumstances. Students also should be aware that travel insurance does not cover all areas of possible program cancellation. Please check the details with your travel agent before you commit to buying tickets.

2. UVA Cancellation of Program

**Insufficient Enrollment:** UVA may cancel a program for insufficient enrollment. If this occurs, deposits will be refunded and alternative program(s) will be recommended. The decision to cancel a program due to insufficient enrollment will be made by December 5, 2003 for Spring 2004 programs. If this occurs, any fees, including the deposit, that students have paid will be refunded.

**Emergency Cancellations:** Programs may also be canceled for reasons stated in the UVA Cancellation Policy for Study Abroad Programs. This would generally only happen when the Vice Provost for International Affairs has reasons to be concerned for the safety and well-being of students and faculty on this particular program. If UVA cancels a program for reasons other than insufficient enrollment, the following refund policy applies:

**Deposit:** The $250 deposit will be refunded.

**Program Fees:**

Prior to departure date, the program fees will be refunded. If the program is cancelled after the departure date but before the end of the fifth day of the program, one-half (1/2) of the program fees will be refunded. After that time, no refunds will be given.

If it is necessary to cancel a program while students are traveling, every effort will be made to allow students to complete the course in an alternate setting. If this were to occur, programs would be considered on an individual basis depending on the specific circumstances involved.

Although the McIntire School of Commerce has reserved tickets for students participating in this program, and strongly encourages them to use these reserved tickets, the School assumes no responsibility for attempting to secure refunds after those tickets have been purchased. Students should note that airline tickets may be all or partially non-refundable, depending on the terms under which the tickets were issued,† and are encouraged to purchase travel insurance to guard against loss in the event of unforeseen circumstances. Students also should be aware that travel insurance does not cover all areas of possible program cancellation. Please check the details with your travel agent before you commit to buying tickets.

† For the tickets we have reserved for you, cancellation of unused seats after February 3, 2004 will result in forfeiture of 1/2 of the applicable $1,490 fare, or $745.