

WOFFORD

Refund Policy for Travel/Study Projects (Domestic and International)

A group travel/study project, domestic or international, is based upon the expectation of a minimum number of participants in order to be available at the published project cost. By College policy, each Interim project must be completely funded by participant charges. A single participant's withdrawal, therefore, may cause an increase in the cost of a project for the remaining participants. Any such expense will be borne by the withdrawn participant, subject to the policy explained below.

Any withdrawal from an Interim travel/study project must be made in writing, signed and dated by the participant, to the project sponsor(s). The effective date of such withdrawal will be determined by the project sponsor(s), based upon his/her/their receipt of such notice.

In the case of a participant's withdrawal from an Interim trip for good cause (to be determined by the Interim Committee), prior to departure, the following reimbursement policy applies to payments made by a participant:

- Deposits submitted at the time of application are strictly non-refundable upon acceptance to the program.
- In the case of withdrawal, if a replacement participant is timely found, available participant payments will be refunded, with the exception of any airline or other penalties assessed for such change. **Approval of a replacement participant is entirely at the discretion of the project sponsor(s).**
- If a replacement participant is not timely found, funds not yet disbursed or committed for Interim expenses may be refunded. If a participant's withdrawal from an Interim project causes the group's project costs to increase, there will be no refund made to the extent of such increased costs. The project sponsor will determine the impact of each withdrawal on project costs. Such determination will be final.
- No refunds will be made for funds already paid out or scheduled for disbursement (including, but not limited to, airline tickets, accommodations, guides, transportation and other costs) as of the date of the sponsor's acknowledged receipt of the participant's notification of his/her withdrawal.
- There will be no refund made to any participant who withdraws **or is administratively dropped** from a travel/study project at or subsequent to the group's departure.

Wofford College reserves the right to cancel an Interim trip if, solely in their best judgment, College officials conclude that unforeseen and/or immediate circumstances (including, but not limited to, natural disasters, political turmoil, indisposition of sponsor) pose a risk to students. In such a case, the College will refund any monies not already disbursed or otherwise required to be paid. The timing of any such decision will be solely at the discretion of the College.

Student's Name (Printed): _____ W Number: _____

Student's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

Number and title of Interim Project: _____

Name of Sponsoring Faculty Member: _____

Please sign and return promptly to the project faculty sponsor