



Refund Policies for Withdrawal or Cancellation for Fall 2023

November 2022

A student must submit their request to withdraw in writing via email or postal mail to the Carleton Global Engagement Programs office and the Program Director. The student's date of withdrawal is considered to be the date when the Carleton Global Engagement Programs office or Program Director receives the request to withdraw.

If the student withdraws from the program after acceptance has been confirmed and payments have been made, Carleton will follow the schedule below to determine the forfeited amount. The student or home institution will be held accountable for any amount forfeited, even if those funds have not yet been forwarded to Carleton College. Carleton will issue any refund for which the student is eligible to the person or institution which made the original payment to Carleton. Students are not eligible to receive reimbursement from Carleton for costs associated with participation in the Global Engagement Programs paid to companies or government entities other than Carleton, e.g., airline tickets, passport and visa fees, medical appointments and vaccinations.

It is the student's responsibility to communicate with their home institution about the academic and financial consequences of withdrawing from a Carleton Global Engagement Program. Carleton Off-Campus Studies will inform the student's home institution of their withdrawal after the withdrawal request has been made. Carleton College does not award partial academic credit. Students who withdraw before completing course requirements are not eligible to earn academic credit from Carleton, and will have DRP's (drops) recorded for the courses they are enrolled in at the time of the withdrawal.

The schedule of forfeited amounts is the same for non-medical and medical withdrawals. A medical withdrawal requires documentation in support of the grounds for withdrawal from an appropriate health professional, e.g., medical doctor, nurse practitioner, psychologist, mental health counselor.

Date of Withdrawal (Medical and Non-medical)	Student or Home Institution Forfeits...
After confirmation of acceptance and payment of deposit	\$500 - Deposit fee
Within 30 days prior to on-site program start date	25% of tuition and 100% of program fees
From official on-site program start date to Day 14 of the program	50% of tuition and 100% of program fees
Any time after Day 14 of the program	100% of tuition and 100% of program fees
Student suspension or dismissal from the program	100% of tuition and 100% of program fees

Cancellation Policy

In case of program cancellation by Carleton College before the on-site start date, all fees paid to Carleton College will be refunded. If the program must be cancelled after it has begun but before its conclusion, a partial refund may be given. This will be determined on a case-by-case basis, accounting for such factors as the amount of time spent on site, transportation used, and the number of credits that the students remain eligible to earn. Minor alterations in the program will not result in refunds.