

## DEPOSIT Policy – WU Sponsored Off-Campus Study Programs

Effective January 1, 2018 for 2018-2019 programs

See your “Accept” materials in the portal for the amount of deposit required and the deadline to pay it. The deposit goes into the student’s WU student account for use towards the semester or summer program.

**Summer Program deposits:** Summer program deposits are strictly non-refundable due to immediate financial commitment of funds for summer. Should the student withdraw, additional costs that are non-recoverable will be billed to the student’s account.

**Semester/Academic Year Programs deposits:** In the case of withdrawal after deposit payment, student will retain use of those deposit funds in the student account contingent on: 1) whether any funds have been disbursed or committed on behalf of the student towards the program expenses by the Office of International Education prior to the withdrawal and 2) the length of time prior to the start of the program.

Additional costs may apply, to be billed to and paid by the student via their Student Account, if the non-recoverable costs exceed the amount of the deposit.

**DEPOSIT REFUNDS** (Refund means the student retains use of deposit funds that are in the student account.) Deposits will be used first to cover any non-recoverable costs.

**In all cases, student will be billed any non-recoverable costs related to their program in addition to forfeiting the deposit.**

**Schedule:** AFTER all non-recoverable costs are accounted for and refund policies for the specific programs are met, the following deposit return schedule applies.

90 days or more *	90% retained by student minus any non-recoverable costs ** (This could be zero retained if non-recoverable costs exceed the deposit amount.)
89 – 61 days *	50% retained by student minus any non-recoverable costs
60 days or fewer *	Student forfeits all of the deposit amount plus will be billed any balance remaining on non-recoverable costs

\* Prior to official program start date.

\*\* There is a \$30 fee that is non-recoverable by WU at the point an application is accepted for off-campus study. That fee is deducted from any deposit refund at the point of withdraw.

The Office of International Education works with program providers and WU Student Accounts to recover funds that have already been disbursed wherever possible, in accordance with published refund/withdraw policies of programs and Willamette University.