



Financial Policies for Withdrawal or Cancellation

December 2018

Withdrawal Policy

A student must submit his/her/their request to withdraw in writing via email, postal mail, or fax 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 College does not award partial academic credit. Students who receive approval to 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.

Date of Withdrawal (Non-medical)	Student or Home Institution Forfeits...
After confirmation of acceptance and payment of deposit	\$500 - Deposit fee
After June 1 st (Fall Programs) After Dec 15 th (Spring Program)	\$2500 - Deposit fee (\$500) and initial payment (\$2000)
Within 21 days prior to on-site program start date	25% of tuition and 100% of program and transportation fees
From on-site program start date to Day 14 of the program	50% of tuition and 100% of program and transportation fees
Any time after Day 14 of the program	100% of tuition and 100% of program and transportation fees
Date of Withdrawal (Medical) 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.	
After confirmation of acceptance and payment of deposit	\$500 - Deposit fee
After June 1 st (Fall Programs) After Dec 15 th (Spring Program)	\$2500 - Deposit fee (\$500) and initial payment (\$2000)
Within 21 days prior to on-site program start date	25% of tuition and 100% of program and transportation fees
Any time between the on-site program start date and Day 45	50% of tuition and 100% of program and transportation fees
Any time after Day 45 of the program	100% of tuition and 100% of program and transportation 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.