May 10, 2017

Dear Parents and Guardians,

Thank you for supporting your student’s interest in off-campus/study abroad with Bucknell University. The Office of Global & Off-campus Education (OGOE) looks forward to sending a number of Bucknell students to various off-campus/study abroad programs in the fall 2017 and full year 2017-18 terms. These programs are carefully chosen to provide academically rigorous and personally rewarding experiences for our students. Students will encounter challenges as they engage new cities and new cultures but they will also have experiences that will inspire them to reflect on their own values and culture. Your continued support will be essential to their success.

All of the pertinent information that you will find useful in finalizing your student’s plans for off-campus study can be found on our webpage, www.bucknell.edu/GlobalEducation. Through our on-line application system you should have received an Assumption of Risk form for your review. Please contact the Office of Global & Off-campus Education if you have any questions regarding this form.

Each student has received pre-departure information from both the Office of Global & Off-campus Education and their education abroad program provider. Information from Global Education includes: safe travel and consular contacts, notification to register in the US State Department’s ‘Smart Traveler Emergency Program’ (STEP), and instructions on credit transfer and registering for the required number of courses while studying off-campus/abroad. Some examples of information provided by the education abroad provider includes: contact resources for the program, dates of the program, passport and visa requirements, as well as plane ticket instructions.

Bucknell University is concerned about student health, safety, and learning while abroad. In preparation for study abroad, students are required to attend a mandatory pre-departure orientation workshop facilitated by the Office of Global & Off-campus Education. This preparation emphasizes major issues relevant to studying abroad including: intercultural engagement, health, and safety. These efforts were designed to prepare your student for a rewarding academic and intercultural experience abroad.
We hope your student will share our pre-departure information with you and we encourage you to discuss these items with them. The pre-departure workshop materials will be available on the Office of Global & Off-campus Education webpage from June 30, 2016.

**Withdrawal Policy**

All students who are studying off-campus, should be aware of the Off-campus/Study Abroad Withdrawal Policy for their specific program.

For students studying with Bucknell in and exchange partner programs, the withdrawal deadline is **May 15**. Failure to withdraw from a Bucknell-in or exchange partner program before May 15, 2017 will result in a **$250.00 withdrawal fee**, plus the cost of any non-recoverable fees that have been committed to the program on the student’s behalf. In addition, appropriate Bucknell University tuition fees will be assessed as per the [Bucknell University tuition withdrawal policy](https://www.bucknell.edu/global/education/counseling-and-advising/withdrawal-policy).

Students withdrawing from a Bucknell approved third party program will be responsible for paying the cost of all non-recoverable expenses, which Bucknell University has committed to the program provider on behalf of the student. Non-recoverable expenses will vary by program provider and withdrawal dates will be based on the terms of contracts between Bucknell University and the program provider. Students will also be responsible for all non-recoverable expenses, which may be charged directly to the student by the program provider. Students are encouraged to review all policies posted on the program provider’s website. In addition, appropriate Bucknell University tuition fees will be assessed as per the [Bucknell University tuition withdrawal policy](https://www.bucknell.edu/global/education/counseling-and-advising/withdrawal-policy).

It is important to note that all students, regardless of their chosen program, are subject to the Bucknell University tuition refund policy. All tuition refund dates are based on the Bucknell University academic calendar, regardless of the off-campus/abroad program start date. The full withdrawal policy can be found on the Global Education webpage.

If you have questions or concerns, please feel free to contact me in the Office of Global & Off-campus Education at 577-570-3796 or by email to: globaled@bucknell.edu.

Sincerely,

Stephen Appiah-Padi, Ph.D.
Director, Office of Global & Off-campus Education
Bucknell University