



Office of Global & Off-campus Education

Botany Building, Lower Level

Phone: 570-577-3796

Email: gloaled@bucknell.edu

Webpage: www.bucknell.edu/GlobalEducation

Withdrawal Policy for Semester & Full Academic Year Programs

This policy governs a student's withdrawal from an off-campus/study abroad program, for any reason, once their program acceptance has been released. Students interested in withdrawing should contact the Office of Global & Off-campus Education (OGOE) as early as possible to initiate the withdrawal process. A student's withdrawal date is the date the student notified OGOE, in writing, of the student's decision to withdraw.

A full list of OGOE programs, with their designation as a Bucknell-in, Exchange Partner, or Bucknell Approved program, is available on the OGOE [webpage](#).

Withdrawing from a Bucknell-in or Exchange Partner Program

Failure to withdraw from a "Bucknell-in" program (ex: *Bucknell in Athens, Bucknell en Espana, Bucknell en France, Bucknell in Ghana, Bucknell in London*) or Exchange Partner Program (ex: *Chinese University of Hong Kong, University of Nottingham, etc.*) before the date listed below will result in a student being held financially responsible for participation in the program, as set forth in this policy.

Withdrawal Deadline:

- May 15 for programs running in fall term
- October 15 for programs running in spring term

A withdrawal after the above dates will result in a late withdrawal penalty of \$250, plus the cost of all non-recoverable fees, which will be posted to your *bBill* account. Non-recoverable expenses may include (but are not limited to): airfare, housing, transportation, program excursions, visa/passport fees, and program administration costs. Non-recoverable expenses will vary by program and withdrawal date, depending in part on the terms of contracts between Bucknell University and its program partners.

Please note that refunds of Bucknell University tuition will be subject to the University refund policy. All tuition refund dates are based on the Bucknell University academic calendar, regardless of the off-campus program start date.

Withdrawing from a Bucknell Approved Program:

Students withdrawing from a Bucknell Approved Program should notify the OGOE in writing. Approved Programs include: Education Abroad Partners (ex: *Arcadia, Syracuse, Boston University, University, Boston University, CIEE, IES, IFSA-Butler, SFS, SIT, etc.*), Specialized Programs (ex: *Syracuse University, Temple University, Smith in Hamburg, ECCO Bologna, Semester at Sea, etc.*), Consortium/Partnership Programs (ex: *Danish Institute for Study Abroad, Advanced Studies in England, etc.*) and Petition Programs (*individual programs that are approved by special permission*).

Students will be responsible for paying the cost of all non-recoverable expenses, which Bucknell University has committed to the Approved 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 Approved Program Provider. In addition, students will be responsible for all non-recoverable expenses, which may be charged directly to the student by the Approved Program Provider. Students are encouraged to review all policies posted on the Approved Program Provider's website.

Please note that refunds of Bucknell University tuition will be subject to the University refund policy. All tuition refund dates are based on the Bucknell University academic calendar, regardless of the off-campus program start date.

*** Students who receive financial aid and who are considering withdrawing for the semester, should meet with the Bucknell University Office of Financial Aid to review the impact of withdrawal on their financial aid package.**