

***Non-Refundable Policy: For International Travel Fee (Course Fee)***

***Due to Unforeseen Events***

***Student/Parent Cancellation/Withdraw Due to Unforeseen Events:*** Anderson University’s Center for Global Engagement must pay a variety of charges to its travel providers to prepare for international travel abroad. This includes charges for flights, hotels, in-country transportation, speakers, tour guides and entrance fees. Careful planning goes into developing faculty-led study abroad programs and the fee charged is based on the estimated number, or in some cases, the exact number of participants. Therefore, it is not possible for payments or charges to be refunded in full if a student chooses to withdraw from a program, even if it is for unforeseen circumstances. The AU Abroad travel/course fee paid to cover the international travel part of the class is considered ***nonrefundable*.**

***AU Cancellation Due to Unforeseen Events:*** In the event that Anderson University needs to cancel an entire AU Abroad program due to a political, economic, pandemic or health emergency, societal or other unforeseen events in the country or surrounding it; the amount refunded to the student will be the amount refunded by the travel agent and/or tour company at the time of cancellation. Although travel insurance is purchased, the amount of any refund can vary based upon the date of cancellation and reason. Anderson University will refund the student the amount refunded by the tour company for each traveler (if anything). No additional amount will be paid, and the student acknowledges the University is not responsible for any amount not covered by insurance. No appeals, consideration or future credit will be given. Only the amount refunded by the operating vendor(s) (if any) will be refunded to the student by Anderson University.

***Additional Policy Considerations:*** If a student voluntarily or involuntarily cancels the travel portion of the class for a personal reason or must cancel the trip or unforeseen circumstances*,* the travel fee is considered **non-refundable**. This means a student may not receive any refund regardless of insurance or refund for that student from the vendor. While Anderson University will make an attempt to refund any amount available from the vendor or insurance provider, this is not guaranteed nor should be expected since the final number of travelers impacts the overall cost of the travel, and the University may incur additional costs related to the student’s cancellation.

***Agreement:* I UNDERSTAND THAT, ALTHOUGH ANDERSON UNIVERSITY WILL ATTEMPT TO MAINTAIN THE PROGRAM AS DESCRIBED IN ITS WEB SITES, PUBLICATIONS AND BROCHURES, IT RESERVES THE RIGHT TO CHANGE THE PROGRAM, INCLUDING THE ITINERARY, TRAVEL ARRANGEMENTS, OR ACCOMMODATIONS, AT ANY TIME AND FOR ANY REASON, WITH OR WITHOUT NOTICE, AND THAT NEITHER ANDERSON UNIVERSITY, NOR ITS EMPLOYEES AND AGENTS, SHALL BE RESPONSIBLE OR LIABLE FOR ANY EXPENSES OR LOSSES THAT I MAY SUSTAIN BECAUSE OF THESE CHANGES. ANDERSON UNIVERSITY SHALL NOT BE LIABLE FOR ANY LOSS WHATSOEVER TO PROGRAM PARTICIPANTS AS A RESULT OF CHANGES OR CANCELLATIONS DUE TO A DEPARTMENT OF STATE TRAVEL WARNING, PANDEMICS OR HEALTH EMERGENCIES, HOSTILE ACTIVITY, ACTS OF WAR OR TERRORISM, OR IN THE EVENT OF SOCIAL OR CIVIL UNREST, A NATURAL DISASTER OR A SIMILAR EMERGENCY EITHER IN THE U.S. OR ABROAD.**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(print name) understand the above policy regarding the AU Abroad travel fee. I understand that the travel fee for AU Abroad is non-refundable. I am attending AU Abroad - IS 398 to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print country) for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ semester.

**Student Signature: Date:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Center for Global Engagement Version 11/23