

**NOTIFICATION OF WITHDRAWAL FROM OR EARLY TERMINATION
OF ANY SEMESTER STUDY AWAY PROGRAM
OR DEFERRAL FROM FALL TO SPRING (FOR DUKE-ADMINISTERED PROGRAMS ONLY)**

Name of Study Away Program: _____ Effective Date: _____

WITHDRAWAL: I am submitting this form to the Global Education Office for Undergraduates to inform Duke University of my intentions to withdraw early from my study away semester program.

In withdrawing from or terminating *before* the start date of a Duke-administered semester program, I understand that I will forfeit my deposit for that program.

In withdrawing from or terminating my study away semester program *after* the start date but before the scheduled ending date, I understand that the refund policy referenced below applies to my actions unless superseded by a more restrictive policy from my home or host institution. I have discussed my early withdrawal with the appropriate host institution staff. Additionally, I acknowledge that I must resolve the implications of my actions with the Karsh Office of Undergraduate Financial Support if I am a Duke student and a recipient of financial aid. I furthermore acknowledge that if I am a degree-seeking student at Duke University, I will notify my academic dean of my early withdrawal. If I am a non-Duke student, I will notify my home institution to determine what implications this withdrawal has with my home institution.

REFUND POLICY: Should Duke University cancel a Duke-administered semester program, full refunds will be made unless the cancellation is due to political, natural, technological or other catastrophes beyond its control, in which case Duke University will be able to refund only uncommitted and recoverable funds. Should another sponsoring institution cancel its program, its refund policy, if any, will apply. In addition, I understand that the program's costs are based on airfares, lodging rates, exchange rates, and other costs expected to be in force, and are subject to increase. I also understand that any deposit made for a Duke-administered program is non-refundable. In the case of a voluntary withdrawal from a Duke-administered program, any remaining paid tuition will be refunded as follows, in accordance with the Duke University refund policy outlined in the Undergraduate Bulletin: Before start of program - full refund minus the deposit; during the first or second week - 80 percent; during the third, fourth, or fifth week - 60 percent; during the sixth week - 20 percent; after the sixth week - none. Additionally, domestic program housing costs will not be removed from the withdrawn student's Bursar account unless the room/bed they have reserved has been re-marketed. Other (non-Duke) sponsors/institutions have their own refund policies which I understand will be followed.

If program has started:

Program Director's Signature _____ Program Director's Printed Name _____ Date _____

For Duke students only: If applicable, my refund should be directly deposited to my Duke Bursar's account.

Address to which refund check should be issued (if applicable):

In withdrawing from or terminating my study away program before the scheduled ending date, I acknowledge and agree that Duke University credit is available only for those courses which I have completed and in which I have earned a "C-" or higher in the local grading system. It is possible that I may earn fewer than the four courses typically available to me in a Duke University semester.

Student's Signature _____ Student's Printed Name _____ Date _____

DEFERRAL: A deferral is possible **ONLY** for Duke-administered programs, and the deferral must be from fall to spring of the same academic year. In deferring, I understand that I will forfeit my deposit for the program if I do not attend spring semester and the above REFUND POLICY will be in effect if I withdraw after the start date of the spring program. I also understand that certain items listed within my Duke online application must be resubmitted (transcript, Participation Agreement, Travel Registry, etc.).

Student's Signature _____ Student's Printed Name _____ Date _____

Please fax to (919) 684-3083, send as an email attachment to gloaled@duke.edu, or mail to Global Education Office for Undergraduates, Smith Warehouse, Bay 6, 2nd Floor, 114 S. Buchanan Blvd., Box 90057, Durham, NC 27708. If mailing, Box 90057 MUST be included in the address.

For Office Use Only							
Exec. Director Signature _____				Date _____			
Notification:	Registrar	_____	Housing	_____	Process Date _____		
	Bursar	_____	DukeCard	_____			
	Cashier	_____	Valerie	_____			
	Academic Dean	_____	Domestic Room	_____			
	Program	_____	DKU PeopleSoft	_____			
Financial Aid	_____						
University/Third Party (ND) _____		TDS Status (D&ND) _____		Comments (D&ND) _____		Count (D) _____	
SA Notebook (D) _____		Country (D) _____		File (D&ND) _____		App Tag (D&ND) _____	
SA Not Processed/Special Handling (D&ND) _____				Batch Info (D) _____			