1. Students **submit an online application** with UC International
   a. Note: If faculty are using paper applications for 2014-2015, students will need to still submit an online application and complete the following process. Starting 2015-2016 all faculty led programs will be asked to use the UC International online application.
   b. Part of the online application is our updated Cancellation Policy (see attachment) which students digitally sign

2. **Faculty review** applications/notify the UC International Faculty-Led Assistant Director aiding with the program of accepted/waitlisted students

3. UC International **changes status** on students’ online application to “accepted” (or “waitlisted”/ “not accepted”)
   a. Statuses are: pending > accepted > committed

4. **Students** now have the option to “commit” to becoming part of the program (and being held fee liable), or “withdrawing”.
   A few **important things to note:**
   a. Only “committed” students (students with a status of “committed” in our system) are considered part of the program
   b. Only “Committed” students are fully fee liable per our Cancellation Policy
   c. Deposits are no longer required as confirmation of commitment
   d. Students must still notify UC International in writing if they wish to withdraw after committing

5. Once Students “commit”, UC International will **post the program fee** to the students’ accounts

6. Once minimum number of students needed per program commit/have fees posted, UC International can move forward with committing any non-refundable monies as needed. All monies committed prior to this must be fully refundable.
Cancellation Policy:

UC is often required to make non-refundable commitments to partner universities and providers abroad for study abroad programs and therefore needs your commitment in order to plan the program. By clicking the “commit” button upon receiving an offer of acceptance into your study abroad program, you are committing to being held financially liable for the program cost.

Should you need to cancel participation, you must do so in writing via email to UC International Programs (global@uc.edu). The date UC International receives notification will determine the amount you will be refunded.

Cancellation Policy:
* If you cancel more than 95 calendar days before the program travel date, you will be charged 50% of the total program fee.
* If you cancel less than 95 calendar days before the program travel date, you will be charged 100% of the total program fee.

Exceptions:
We understand that there are extenuating circumstances that require you to cancel participation. You may submit a written request for an exception to the refund policy to global@uc.edu. Requests for exceptions will be reviewed 2 weeks after the program's completion date. UC International will determine whether to grant the exception on a case-by-case basis and in its sole discretion.

I have reviewed and agree to the cancellation policy described above and agree to be bound by its terms including those provisions that may subject me to additional financial liability. I acknowledge and agree that, in the event that I decide to withdraw from the program, cancellation must be submitted in writing via email to UC International Programs (global@uc.edu).