



# University of Wisconsin – Whitewater (UW-W) Faculty-led Travel Study Program

~~ Cancellation and Refund Policy ~~  
~~ Deposit and Payment Schedule ~~

I, (print name) \_\_\_\_\_, am applying for participation in the UW-Whitewater Travel Study Program and hereby declare that I fully understand and agree with the following deposit & payment schedule and cancellation & refund policy:

If a participant chooses to withdraw from a UW-Whitewater travel study course, he/she must inform the UW-W Center for Global Education **in writing** immediately.

*Applicants must initial in the spaces before each clause and sign and date the last page of this document. An application that is not signed and dated or initialed where indicated or that has no corresponding Witness signature will not be considered binding.*

\_\_\_\_\_ If a participant chooses to withdraw from a UW-W travel study course after the official course application deadline, he/she will be responsible for paying the full costs of the course Program Fee. Such costs may include, but are not limited to: pre-paid meals, pre-paid room reservation deposits, airline deposits and/or tickets, bus rental fees, payments for guides and other group expenses. *(For example, if the program budget is based on a minimum of 15 participants, and the 15th student withdraws, then a portion of the cost for some group services also becomes unrecoverable costs and the student will be responsible for these costs to ensure that the entire course is not put in jeopardy or that additional costs are not passed on to the remaining student participants. Thus, even if the student has not yet paid the full program balance or do not attend the program, the student may be responsible for paying these unrecoverable program costs up to and including the entire program fee. Therefore, it is in the student's best interest to notify the Center for Global Education immediately upon making a decision to withdraw from the course).*

\_\_\_\_\_ If a participant withdraws from the travel study course after commencement of the class-based portion of the course, including being required to withdraw for academic or conduct reasons, no refund of any portion of the Program Fee will be given. *(Participants are cautioned against withdrawing from a travel study course without the direct involvement of the Center for Global Education).*

\_\_\_\_\_ If a participant needs to return to the U.S. after commencement of the program due to illness, the Center for Global Education will make every effort to refund recoverable costs to the participant, but there is no guarantee that this will be possible.

\_\_\_\_\_ If a participant chooses not to participate in any non-mandatory program activities (such as a field trip, excursion, cultural event, included meals, etc.) the student will not be refunded any portion of the course Program Fee.

\_\_\_\_\_ If a participant receives financial aid to fund the travel study course he/she should consult with the Financial Aid Office for information about how withdrawal from the course might affect federal, state, or institutional aid.

### **UW-Whitewater Study Abroad Cancellation Policy: Travel Study Courses**

The University of Wisconsin at Whitewater considers student safety its highest priority. Therefore, it is the University's policy to cancel any UW-W study abroad program, including travel study courses, in a location that is considered unsafe by the University or for which the U.S. State Department has issued an official Travel Warning.

\_\_\_\_\_ If UW-Whitewater cancels a travel study course for safety reasons prior to departure, the University will make every effort to refund recoverable costs to the participants. Any unrecoverable expenses, such as airline deposits and hotel reservation fees would generally not be refunded because they have already been expended.

\_\_\_\_\_ If UW-Whitewater cancels a travel study course for safety reasons after commencement of the program, the University will make every effort to refund recoverable costs to the participants. In addition, the faculty member(s) leading the course will, to the best of his/her ability and to the extent possible, assist students in completing the course work for the program.

\_\_\_\_\_ If UW-Whitewater cancels a travel study course for any reason, including under-enrollment, the University will make every effort to refund recoverable costs to participants.

\_\_\_\_\_ Because full refunds of the Program Fee are often not possible, participants may wish to consider purchasing trip cancellation insurance that can be obtained through many travel agents or insurance companies. Policies vary on when trip cancellation insurance must be purchased, so travel study participants should check with an insurance provider for more details. In some cases, trip cancellation insurance is built into the travel study course Program Fee structure. Please contact the Center for Global Education for more information.

\_\_\_\_\_ Under no circumstances will a refund request be considered for participants who have completed a travel study course.

Note: Neither the University of Wisconsin at Whitewater nor the Center for Global Education will be held liable for fees and/or costs it cannot recover and which may have already been incurred on the participant's behalf by foreign vendors, merchants, etc.

### **Payment Schedule**

Final billing of the travel study course Program Fee will be determined by the Center for Global Education. All billing must be completed before participants depart for the abroad portion of the course.

\_\_\_\_\_ UW-Whitewater assesses an administrative program fee of \$100.00 for all travel study participants; this fee is generally included in the overall travel study course Program Fee. In the

event a participant self-selects to withdraw from the course after the application deadline has been reached, the administrative fee is non-refundable.

\_\_\_\_\_The UW System, via the Center for Global Education, assesses a mandatory \$75.00 program contingency fee for all travel study participants; this fee is generally included in the overall travel study course Program Fee. In the event a participant self-selects to withdraw from the course after the application deadline has been reached, the contingency fee is non-refundable.

\_\_\_\_\_All travel study participants must pay a mandatory study abroad insurance fee (\$37 per 30 day period, i.e. 1 – 30 day = \$37, 37 – 60 days = \$74). The insurance fee is generally included in the overall travel study course Program Fee and is not refundable.

*My signature below indicates that I agree to abide by the specified financial arrangements for the course and signifies my acceptance of the payment terms and conditions noted in this document.*

\_\_\_\_\_  
Signed:

\_\_\_\_\_  
Print Name after Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Witness Signature (Center for Global Education)

\_\_\_\_\_  
Date

# Terms & Conditions

## ELIGIBILITY:

UW-Whitewater Travel Study courses are bona fide academic courses; they are not tours or trips for pleasure. Travel Study participants are typically selected by the course faculty. However, there are general eligibility criteria for UW-Whitewater Travel Study Courses: For undergraduate students, academic good-standing (minimum 2.0 GPA) and a clear judicial record are required. Participants who have graduate level academic standing must be eligible for admission to the UW-Whitewater Graduate Division. Applicants not associated with UW-Whitewater may be accepted on a case-by-case basis and must be both admitted to the University as Special Students and be registered for a Travel Study course in order to participate in the Travel Study Program. Participation by external parties is not guaranteed.

## PROGRAM EXPECTATIONS:

Participants are expected to participate in all activities as outlined in the course schedule.

## RESERVATIONS AND PAYMENTS:

An initial billing amount will be placed on the student account after the Application Deadline has been reached. Final billing will occur when all contracts and program arrangements have been made.

The UW-Whitewater Center for Global Education is responsible for registration and billing for Travel Study courses. Participants may pay the course Program Fee via the web and by using either a MasterCard or Visa. UW-W Student Financial Services may be reached at 1-800-621-7244 or via the web at:

<http://www.uww.edu/adminaff/studentfinsvs.htm>.

Undergraduate Travel Study Courses require a minimum of 12 fee-paying, student participants in order to make. The requisite participant number for each Travel Study Course must be comprised of student participants who are enrolled in the course for academic credit.

Please note: Your signature at the bottom of the application form constitutes agreement to all of the provisions of this course.

## SPECIAL REQUESTS:

Any special requests must be made with at least 60 days advance notice; however arrangements may be beyond our control and cannot be guaranteed. Passengers who require any form of assistance (i.e., in the case of a disabling condition) must travel with a companion to provide for personal assistance and care.

## BAGGAGE:

Airline baggage allowances vary depending upon the airline. The UW-Whitewater baggage allowance is one (1) 51-pound piece of checked luggage and one small carry-on item. Participants are encouraged to pack carefully as they will have to carry their own luggage. UW-Whitewater accepts no liability for lost or damaged luggage. Participants are responsible for all extra charges incurred by overweight baggage.

## CANCELLATIONS:

All cancellations must be received in writing. Participants who withdraw from a Travel Study Course after the application deadline date are responsible for paying all un-recoverable costs for the program; this could include a requirement to pay the entire Program Fee. There are no refunds for any unused portions of meals, housing or activities.

## ACADEMIC REGISTRATION AND BILLING:

All participants in UW-Whitewater faculty-led travel study courses must be registered for the course. All registration and billing matters are facilitated directly by the Center for Global Education. For more information about registration and billing, please contact the Center for Global Education at 262-472-5759 or [studyabroad@uww.edu](mailto:studyabroad@uww.edu).

## INSURANCE:

Emergency short-term health/accident assistance and medical evacuation/repatriation coverage is included in the cost of the course (CISI Cultural Insurance). It is also highly recommended that participants check with their insurance company to verify if current health insurance applies while abroad, including provision for medical evacuation, and levels of coverage. U.S. medical insurance is not necessarily valid outside of the United States. Medicare and Medicaid programs do not provide payment for medical services incurred outside the U.S. Participants may also want to consult the Internet at [http://travel.state.gov/travel/tips/health/health\\_1185.htm](http://travel.state.gov/travel/tips/health/health_1185.htm) and <http://www.cdc.gov/travel/index.htm> for more information about health related topics. We recommend that participants purchase trip cancellation insurance. Information about trip cancellation insurance is available at <http://insuremytrip.com>.

## RESPONSIBILITY:

UW-Whitewater maintains no control over the personnel, equipment or operations of any entity furnishing services, products or accommodations. UW-Whitewater assumes no responsibility or liability for, and shall not be expected, asked or required to pay for any personal injury, property damage, inconvenience, death or any other loss experienced by reason of: (1) intentional or unintentional wrongful, negligent or unauthorized act or omission on the part of any supplier, (2) and defect, breakdown or other failure of any vehicle equipment, service or product which is owned, operated or otherwise used by a supplier, (3) any financial problems causing nonperformance by any supplier, (4) any cause, condition, or event whatsoever (i.e. acts of terrorism, strikes, bad weather, transportation delays, governmental actions, disturbances, etc.) beyond the direct control of UW-Whitewater or any of its principles, agents or sub-contractors. UW-Whitewater reserves the right to amend the group's itinerary or make changes in the suppliers of services, including changing carriers and substituting comparable or better hotel accommodations where such changes are made necessary by circumstances beyond our control. **UW-Whitewater reserves the right to adjust the price due to unanticipated changes in governmental imposed taxes, increases in fuel surcharges or significant changes in foreign currency exchange rates, or due to airline, supplier, or computer error.** By accepting these terms and conditions of this program, the participant agrees that UW-Whitewater and its representatives shall not be liable for any injury, expense, damage, death, loss, accident or delay to person or property in connection with any scheduled or optional transportation, accommodations, activities, or services resulting directly or indirectly from any occurrence or condition, including defects and breakdown of equipment, strikes, bad weather, transportation delays, governmental actions, disturbances or any cause beyond its control or any of its principles, agents or sub-contractors. UW-Whitewater reserves the right to withdraw any participant from the course if the conduct of such member adversely affects the interests or rights of other class members. Alternate arrangements and costs associated with this withdrawal are the responsibility of the participant.