

EDUCATION ABROAD

Cancellation Fee Appeal Form

If you decide to cancel your participation after the date of your notification of acceptance, you will be subject to the Office of International Affairs cancellation policy. This policy applies to all cancellations, regardless of the reason. The full cancellation policy is available at: oia.osu.edu/application-and-policies/cancellation-policy.html. Appeals will be accepted only when completed by the student and submitted via the university (osu.edu) email account. The Education Abroad Appellate Review Committee reviews all appeal forms and documentation. Committee decisions are final. The committee reserves the right to approve or deny any submitted appeal based upon circumstance and documentation.

Name of Student: _____

Student ID Number: _____

Study Abroad Program from which Student Withdrew: _____

Country of Program: _____ Semester of Program Withdrawal: _____

Extenuating Circumstances Pertaining to Withdrawal

Extenuating circumstances are defined as:

- Medical:** Can be physical, mental, emotional, etc. and require documentation from attending physician.
- Illness/Death in the Immediate Family:** Family medical emergency (surgery, long-term illness diagnosed) which requires documentation from attending physician. Death of an immediate family member—parents, guardians, siblings, children, spouses, registered domestic partners—does not include grandparents and requires appropriate documentation.
- Military Activation:** Requires a copy of the military activation orders showing dates that conflict with the program dates.
- Unanticipated Change in Financial Situation:** Termination of main source of income, filing of bankruptcy, etc. are examples of changes in financial situation and require appropriate documentation. Financial emergency does not include "did not understand what I was financially accountable for" nor does it include "not eligible for financial aid/did not receive a scholarship I was counting on."
- Health or Safety Concerns with Host Country:** If there is an elevation of a country's rank in Ohio State's tier system to Tier 3 or Tier 4 after admission, and before departure, an appeal based on a student's expressed written concerns (one to two paragraphs) will be considered after review by appellate committee and international risk management.
- Other:** A circumstance of other must be out of the student's control and requires supporting documentation of situation, process and timeline.

Students sign an acknowledgement of understanding at the time of confirmation of acceptance which includes a statement that they have read and understand the OIA Cancellation Policy.

Return completed appeals form and documentation via student Ohio State email account to:

oa-studyabroad@osu.edu

Subject: Education Abroad Cancellation Fee Appeal



THE OHIO STATE UNIVERSITY

OFFICE OF INTERNATIONAL AFFAIRS

140 Enarson Classroom Building | 2009 Millikin Road | Columbus, Ohio 43210

614-292-6101 | oia.osu.edu