

Cancellation Fee Appeal

If you cancel your participation after the date of your acceptance notification, you become subject to the Office of International Affairs [cancellation policy](#). Students sign an acknowledgment at the time of acceptance assenting to this policy. The policy applies to all cancellations, regardless of reason.

Appeals are accepted for extenuating circumstances and require completion of this form by the student, submission via the student's university email account and provision of supporting documentation. The Global Education Appellate Review Committee reviews all materials and their decisions are final. The committee reserves the right to approve or deny any submitted appeal based on circumstance and documentation.

Name of student:

Student ID number:

Global Education program from which student withdrew:

Country of program:

Semester of program withdrawal:

Extenuating Circumstances Pertaining to Withdrawal

- **Medical:** Can be physical, mental, emotional, etc. and requires 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—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, unforeseen financial hardship, etc. are examples of changes in financial situation and require appropriate documentation.
 - Note: this does not include not receiving a scholarship or other anticipated funding sources, nor does it include not understanding the financial commitment you've agreed to.
- **Other:** A circumstance of "other" must be out of the student's control and requires supporting documentation of situation, process and timeline.

Supporting Documentation

Documentation is required for all withdrawal requests. This may include, but is not limited to, a letter from an attending physician stating medical advice to not travel, documentation of immediate family member illness, death certificate, military activation orders including conflicting dates, letter of loss of job/primary income. If you are unable to provide this documentation, please write and attach a thorough narrative describing your situation alongside submission of this form.

- I understand and acknowledge that adequate official documentation is required to support my cancellation fee appeal and I will provide it at time of submission.

Return completed appeals form and documentation with "Global Education Cancellation Fee Appeal" in the subject line via Ohio State student email account to OIA-GlobalEducation@osu.edu.