

<b>ADMINISTRATIVE DIVISION</b> FINA Finance	<b>POLICY NUMBER</b> FINA <u>48.07</u> (formerly <u>FINA 4.07</u> )
<b>POLICY TITLE</b> Study Abroad Refund	
<b>SCOPE OF POLICY</b> USC System	<b>DATE OF REVISION</b> XXX
<b>RESPONSIBLE OFFICER</b> Executive Vice President <u>of Administration and Finance</u> and Chief Financial Officer	<b>ADMINISTRATIVE OFFICE</b> <u>Administration and Finance</u> - <u>University Bursar</u>

## PURPOSE

This policy addresses USC tuition refunds for students participating on USC study abroad or exchange programs at times when USC must cancel the program(s) in the interest of safety and security.

## DEFINITIONS

## POLICY STATEMENT

The general refund policy for students participating ~~on~~in USC study abroad or exchange programs, when asked to return home due to program cancellation, is to provide a full refund for tuition paid directly to USC if the cancellation results in the student receiving no academic credit for the period. Students who arrange to earn any credit for their term abroad will not be eligible for a refund. This policy will apply only to tuition paid directly to USC and not to any other administrative costs or fees paid to USC or those fees paid to another host institution, study abroad program provider, or travel agent. In addition, USC will not refund personal expenses paid by the student, including, but not limited to travel, housing, meals, books, and insurance, as these are the sole responsibility of the student. However, USC will administer billing to the student, as necessary, related to financial aid and scholarship funds as referenced in the final paragraph of this policy.

Regular USC refund policies and schedules will be followed when students choose to return home on a voluntary basis or for personal reasons from a program that has not been cancelled.

## PROCEDURES

In some instances, it may be necessary for USC to review the advisability of continuing an exchange or study abroad program due to nationally recognized safety concerns.

In these instances, a Study Abroad Emergency Management Team will be convened by the senior administrator of the effected study abroad program who, in most cases, would be the Vice Provost and Director of Global Carolina. Depending on specific circumstances, the management team may include: the Vice Provost and Director of Global Carolina, Director, Associate

Director and Assistant Directors of the Study Abroad Office, the Director of Enrollment Management, the Vice President for Student Affairs, the Bursar, the Director of Financial Aid, the General Counsel, the Risk Manager, the Vice Provost and Dean of Undergraduate Studies, the Director of Communications and Public Affairs, and academic coordinators and academic chairs or deans from the affected USC study abroad or exchange programs.

If the Study Abroad Management Team decides to cancel a USC study abroad or exchange program, USC will, if there is still time, assist students in registering for classes at USC for the current term.

The following refund schedule applies if the USC Study Abroad Emergency Team decides to cancel a USC study abroad or exchange program and if students are not able to register for the current term at USC:

- A. If the Study Abroad Emergency Management Team officially cancels a program at a point when students cannot receive academic credit:
  - 1. Students receive a full refund of USC tuition
  - 2. Students receive no academic credit
  - 3. Personal expenses are the responsibility of the student
  
- B. If the Study Abroad Emergency Management Team officially cancels a program of at a point when students can receive academic credit:
  - 1. Students receive credit for their academic work
  - 2. Students receive no refund
  - 3. Personal expenses are the responsibility of the student
  
- C. If the Study Abroad Emergency Management Team officially cancels an academic year length program at a point when students receive credit for their first semester but not for the second semester:
  - 1. Students receive credit for their academic work for the first semester
  - 2. Students receive a full refund of all second semester USC tuition
  - 3. Personal expenses are the responsibility of the student

When affected students are financial aid recipients, refunds will first be applied back to the fund accounts from which they originated. Only after this has taken place will any refund go directly to the affected student. Should the necessary and appropriate calculations required for institutional, state and/or federal financial aid, in cases when a student has withdrawn from the Institution during an enrollment period, require repayment by the student, such repayment to the University or funding source will be required. Should students' continued eligibility for scholarships or other financial aid be threatened by such an administrative decision, USC would support an extenuating circumstances appeal to the South Carolina Commission on Higher Education or to any other body charged with measuring academic progress as an eligibility criterion.

**RELATED UNIVERSITY, STATE AND FEDERAL POLICIES**

ACAF 2.08 Faculty/Staff Led Overseas Programs for Students

ACAF 2.09 International Travel Policy for Students

ACAF 2.10 Financial Arrangement for Faculty/Staff Led Overseas Programs

**HISTORY OF REVISIONS**

<b>DATE OF REVISION</b>	<b>REASON FOR REVISION</b>
March 21, 2007	New policy approval.
March 24, 2016	Policy revised due to departmental reorganization and name changes.
Xxxx	<u>Revised to update position titles</u>