



## COGGIN FACULTY-LED STUDY ABROAD POLICIES

Please read each statement and check the box on your study abroad application in myWings to indicate that you understand these policies. If you have any questions, contact [coggin.abroad@unf.edu](mailto:coggin.abroad@unf.edu) or visit the Coggin Study Abroad Office (Honors Hall Bldg. 10, Suite 2125).

### I. ACADEMIC POLICIES

- a. In order to participate in the international travel portion of the study abroad program, I must be registered for and pay tuition for the corresponding 3-credit hour course.
- b. If I am unable to register for the study abroad course for any reason (e.g., suspension, not meeting prerequisite, transferring to another school, etc.),
  - i. I will **not** receive a refund for any money paid, and I **will** be held liable for the entire program fee; and
  - ii. I will **not** be permitted to participate in the international travel component of this course.
- c. If I am on **academic probation or suspension** at the time of application, I must contact the Coggin Study Abroad Director [Kate Mattingly Learch](#) to schedule an appointment *within 2 weeks* of submitting my application. Failure to do so may jeopardize my participation in the study abroad program.
- d. I am required to have met **all** prerequisites with a “C” or higher **prior** to the term when I enroll in the study abroad course. If I do not, I will **not** earn credit for the study abroad course or be able to participate in the program, and I **will** be held liable for the entire program fee.
- e. If I am “**in progress**” with the program prerequisite(s) when I apply for the course,
  - i. I am required to contact Coggin Study Abroad Advisor [Stephanie Worley](#) to schedule an appointment *within 2 weeks* of submitting my application, **and**
  - ii. I am required to contact and inform Coggin Study Abroad Advisor [Stephanie Worley](#) if I do **not** earn a passing grade (C or higher) in the in-progress prerequisite course.

### II. PAYMENT POLICIES

- a. I understand that once I submit my application via myWings and complete an interview (if applicable), a charge in the amount of **\$500** will be placed on my myWings account.
- b. It is my responsibility to pay the nonrefundable **\$500** charge by **November 30**. Nonpayment will result in a registration hold.
- c. I understand that the second charge for the **remaining balance** of the program fee will be placed on my student myWings account in January after the spring drop/add period ends. It is my responsibility to pay this charge by **February 1**. Nonpayment will result in a registration hold which may jeopardize my ability to participate in the program.
- d. I understand that the payment deadlines are **November 30** and **February 1**, regardless of whether my financial aid has been disbursed by those dates.



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- e. I understand it is not the responsibility of financial aid, scholarships, family members, benefactors, or any party other than me to make sure payments are received by the stated deadlines.
- f. **I understand that I must pay in full 10 days prior to my departure date.** Otherwise, I will not be permitted to travel, and I will still be liable for the entire program fee.

### III. TRAVEL POLICIES

- a. I understand that I must travel to **and** from the study abroad destination(s) with the group on the ticket(s) purchased by my faculty leader.
- b. I understand that visa requirements vary by nationality. It is my responsibility to obtain the necessary visa for my study abroad program if required (with the exception of China-TLO).
- c. I understand it is my responsibility to make sure I have valid versions of any and all required travel documents including, but not limited to, passport, visa, and permanent resident card.

### IV. WITHDRAWAL POLICIES

*The following policies refer only to the travel fee portion of the faculty-led program. Students must also follow [University policies](#) for withdrawal from the credit-bearing course associated with the study abroad.*

- a. I understand that in order to withdraw from a study abroad program, I must submit the request in writing to Study Abroad Advisor [Stephanie Worley](#):
  - i. If I submit a written request to withdraw from my study abroad **before** November 30, I am **liable** for the nonrefundable **\$500** charge, whether I have made a payment or not.
  - ii. If I submit a written request to withdraw from my study abroad **after** November 30, I am **liable** for the **entire program fee**, whether I have made any payments or not.