



“COGGIN IN” 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 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 associated with the “Coggin In” program, I must be registered for and pay tuition for the corresponding six-credit XCH 4000 placeholder 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 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** be able to participate in the program, and I **will** be held liable for the entire program fee.
- e. If I have not completed the prerequisite course(s) at the time of application,
 - 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](#) *prior* to going abroad if I do **not** earn a passing grade (C or higher) in the prerequisite course by the end of the semester preceding my study abroad.
- f. I understand that, once the program ends, the credit from courses taken overseas will post to my UNF account as **transfer credit** and will therefore factor into my transfer and overall GPAs but not my UNF GPA.

II. PAYMENT POLICIES

- a. I understand that once I submit my application via myWings and complete an interview, 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



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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.
- 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 will be required to complete additional paperwork during pre-departure meetings in order to receive my financial aid (scholarships, loans, grants, etc.), which is normally disbursed 2-3 weeks into my study abroad program. (Students are encouraged to meet with financial aid before departure.)
- g. I understand that the program cost covers lodging and international health insurance **only for the official “Coggin In” program dates**. If I choose to travel before or after the official “Coggin In” dates, I understand that I am responsible for covering lodging, transportation, health insurance, and any other costs I may incur out of pocket.
- h. **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 have the flexibility to purchase my own flight. Therefore, it is my responsibility to book travel that arrives in my study abroad destination city by the time and date set by my faculty liaison.
- b. I understand that if I participate in 2 “Coggin In” programs, I am responsible for making – and paying for – travel arrangements from the Summer A location to the Summer B location.
- c. 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 Coggin in China).
- d. 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, passports, 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.