

Withdrawal/ Refund Policy

I Semester/Summer Abroad: Direct Exchange Partners

Normal University rules regarding withdrawals and tuition refunds apply. * Any expenses incurred to partner universities or third parties (housing, airfare, etc) are solely the student's responsibility. If a student withdraws from a Study Abroad program, the Office of International Programs will provide assistance in finding alternate classes at NJCU.

II Semester/ Summer/ Intersession Abroad: Affiliate Programs

Since students participating in programs run by affiliate partners do not pay tuition to NJCU, the student is subject to the refund policies of the program providers and service providers. NJCU has no responsibility in this matter. The Office of International Programs will assist students in finding alternate classes at NJCU.

III Short Term NJCU Programs

If a student wishes to withdraw from a short term program, the Office of International Programs must be notified in writing. Deposits paid to NJCU for airfare are non-refundable once tickets have been purchased. Up to 75% of additional payments MAY be refunded IF group travel arrangements (hotels, tours, etc) can be modified and result in reduced costs to the group. Tuition refunds are subject to normal University policy. *

Program Cancellation Policy

Student safety is of critical importance. NJCU reserves the right to cancel any NJCU Study Abroad program or sponsored program in a location that is considered unsafe by the University or for which the U.S. Department of State has issued a Travel Warning. The Office of International Programs regularly reviews information provided by the U.S. Department of State and monitors other sources, such as announcements from the Overseas Security Advisory Council (OSAC), for information about the countries where students are or will be studying.

Should a program cancellation become necessary for safety reasons, an emergency, an act of God, or for reasons beyond NJCU's control prior to student departure, every effort will be made to refund recoverable costs to participants. The time of program cancellation will determine the actual recoverable costs.

Should a program cancellation become necessary after students have arrived overseas, every effort will be made to refund recoverable costs to the participants. Additionally, the Office of International Programs will make every effort to help students complete the academic work from the program and, depending on the circumstances, possibly earn the intended academic credit from the program. Whether or not this is possible depends largely on the particular

program, the circumstances of the academic work of the program, and the length of time remaining in the program after the official cancellation date.

* Please see P34 of the NJCU UNDERGRADUATE CATALOG 2011-2014 for details on the University's refund policies <http://www.njcu.edu/academics/pdf/ugcatalog.pdf>