SBA International Experience Costs & Drop Policy

The SBA does our best to ensure that all planned International Experiences run at a reasonable, fixed program fee to students every year. In order to do so, the SBA sets a fixed program fee during summer term for the upcoming academic year. That fee includes all anticipated costs for the program, as well as funds to cover unanticipated emergency situations.

In order to keep costs reasonable for students, the SBA works to keep this fixed program fee low. In order to do so, we do not add in additional contingency funds to cover all of the non-recoverable costs associated with unexpected student drops after students have confirmed their participation in the program. Once a student confirms, that student is responsible for any non-recoverable costs.

In order to ensure that we can continue to run all programs, SBA students who drop an International Experience after they have already confirmed their participation are subject to the **SBA International Experience Late Drop Policy**.

Under the **SBA International Experience Late Drop Policy**, students are responsible for a $50 **application fee**, a $200 **nonrefundable deposit** and a **percentage of the nonrecoverable expenses** based on the proximity to departure date of the program.

Students dropping an International Experience will be responsible for:

- 30% of the nonrecoverable costs for any drop within 160 and 121 days before departure.
- 40% of the nonrecoverable costs for any drop within 120 and 91 days before departure and a $50 drop fee.
- 50% of the nonrecoverable costs for any drop within 90 and 61 days of departure and a $100 drop fee.
- 100% of the nonrecoverable costs for any drop within 60 and 0 days of departure and a $100 drop fee.

Nonrecoverable costs are defined as:

- The student’s portion of fixed program costs. These include instructional costs and transportation.
- Any fees associated with lodging deposits and cancellation fees
- Any fees associated with transportation deposits cancellations fees (i.e., booked intra-program airfare).
Petition to Reduce Drop Fees for a Late International Experience Drop

In some cases, extreme circumstances arise that make it impossible to participate in a confirmed International Experience. Such circumstances may include, for example, a serious illness or the serious illness of a family member, an unknown or unanticipated change in Visa status or a reject of a Visa by the officials of a country for which the student has committed to travel. When these circumstances arise, students may petition the International Experience Review Committee to request consideration in reducing the drop fees associated with their withdrawal from an International Experience. Because of the significant financial impact associated with late drops, such requests are only granted where the issue impacting travel was both serious and unforeseen, as described below.

*Please note that the $50 application fee and $200 nonrefundable deposit CANNOT be considered for reduction. These charges are controlled by the Office of International Affairs and are never recovered once a student confirms a program.

The following criteria must be met for consideration for reducing non-recoverable costs associated with dropping an International Experience Trip:

1. The circumstances necessitating the drop must be unforeseen or be beyond the control of the student.
2. The student must have shown good faith in their intention to participate in the program. This includes renewing passports, checking into visa processes and completing all paperwork and program requirements in a timely manner, well in advance of the deadlines for committing to the program.
3. The student must provide all relevant documentation (ie, physican’s notes, copies of correspondence regarding visa applications, etc.)
4. The student must demonstrate that they have made contact with the international program administrator as soon as practical under the circumstances to discuss their options.
5. The student must complete the petition process in order to be considered for this reduction of costs.

To be completed by Petitioner:

**Date of Petition Submission:**
**Date of Program Departure:**

**Total Non-Recoverable Costs:** __________ **Requested Reduction:** ______________

**Petition Essay:**
Please describe the circumstances that are preventing you from being able to participate in the International Experience that you are currently confirmed in. Please make sure to address:

- The unforeseen nature of these circumstances
- Steps, if any, you have taken to show good faith in participating in the program.
- Any documentation as described above.
- (MBA & GSCM students) Your alternate plan for completing this core requirement.