



Roane State Community College Study Abroad Financial Responsibility Policy

Payment Due Dates for Program Fee

Non-Refundable Deposit of \$250.00:	December 2 nd
Program Balance:	March 19 th
Additional Financial Penalty:	see penalty schedule below

1. The study abroad program fee includes a \$250.00 non-refundable deposit. Non-payment of the deposit by the due date may result in the student being dropped from the program.
2. After payment of the deposit, a student must withdraw from the program by the 12th class day of the spring semester to avoid additional financial penalty. To withdraw from the program, notify the study abroad Program Leader or the Study Abroad Office. Students are also responsible for dropping their course in accordance with the College’s registration procedures.
3. Program balances will be available either from the Program Leader or the Study Abroad Office and will be due by March 19th. Unless the program fee has been deferred to financial aid, failure to pay by the due date may result in the student losing their place in the program. Please contact the Program Leader or the Study Abroad Office if the payment deadline cannot be met.
4. A student who withdraws after the 12th class day must notify the study abroad Program Leader or the Study Abroad Office in writing. Additionally, the student will owe the following program fee regardless of whether the student has or has not paid. **Program budgetary commitments and decisions are made on the basis of student enrollment. Therefore, a student will be liable, barred, and responsible for the payment of the program amount owed.**

Withdraw Schedule

Financial Penalty on the Study Abroad Program Fee

February 3 to February 16	25% of program fee less non-refundable deposit
February 17 to March 7	50% of program fee less non-refundable deposit
March 8 to March 18	75% of program fee less non-refundable deposit
March 19 and after	100% of program fee

5. Students receiving financial aid may defer their program fee payment. Students whose financial aid does not completely cover their program fee are responsible for the balance following their disbursement.
6. In addition to the liability of the study abroad program fee, the student is responsible for payment of College tuition and fees in accordance with the policy in the College's course schedule.
7. If a student is dismissed from a program, no refund will be given.
8. RSCC Study Abroad does not provide travel insurance coverage but there are several options available through private insurance companies that can provide financial protection for multiple scenarios. Students are advised to investigate the coverage and cost of a Travel Insurance Policy that might cover some of those costs. These can cover trip cancellation prior to departure, baggage delay, travel delay, expanded medical & dental coverage, and 24-hour traveler assistance during your travel dates. If you decide to purchase this type of coverage, make sure that it will cover fees associated with study abroad programs. Additional information is available at www.insuremytrip.com.
9. In the event of non-enrollment in the program due to withdrawal, dismissal, program cancellation, or other reasons, the College will not be able to provide refunds for any expenses incurred outside of the program fee. These could include costs for passports and visas, books/supplies, vaccinations, or other miscellaneous expenses borne by the student.
10. In the event of non-enrollment in the program due to withdrawal, dismissal, program cancellation, or other reasons, students that receive Federal Title IV financial aid funds will be subject to the Office of Student Financial Services stated withdrawal policies. Students who received Title IV funds must be aware that some of the aid released may be required to be returned. The amounts returned to the specific aid programs will be calculated according to the provisions in the Higher Education Amendments of 1998.

Your signature below indicates that you have read and understand the terms of this Financial Responsibility Policy.

Print name: _____ RSCC ID: _____

Signature: _____