

### ***Assumption Of Responsibility or Liability***

American Councils assumes no responsibility or liability, in whole or in part, for any problems related to or arising from violations of this policy. Participants who violate this policy agree to indemnify, defend, and hold harmless American Councils and its employees, agents, officers, trustees, and representatives in their official and individual capacities from any and all liability, loss, damage, or expense, including attorney fees, that may result.

### **PAYMENT POLICY**

A non-refundable deposit of \$1,000 is required to hold a finalist's place on the program. The due date for the deposit is specified in the acceptance letter.

After a finalist has accepted placement on an American Councils' program, an invoice is issued and made available in the participant's online application portal. Payments must be postmarked by the due date indicated on the invoice. Participants who choose to pay by credit card are charged an additional 3% transaction fee.

Late payments are subject to the following fees:

| Days After the Payment Due Date | Late Payment Fee                                                                          |
|---------------------------------|-------------------------------------------------------------------------------------------|
| Less than 14 days               | \$300                                                                                     |
| More than 14 days               | \$300 plus 0.01% per day of the unpaid balance for any day after the 14 <sup>th</sup> day |

Academic year participants may choose to pay the program cost in two installments: fall semester cost by the invoice due date and the remainder before the program start date of the spring semester.

Participants may request in writing to establish a payment plan. Payment plans can be fairly flexible in terms of amounts and dates, although the cost of the program must be paid in full by the end date of the program. If a payment plan is approved, a missed deadline in the payment plan is subject to the same late payment fees outlined above.

## **PROGRAM CANCELLATION AND REFUND POLICY**

If an in-person program is cancelled, American Councils will immediately notify participants in writing. The date of the written notification will be considered the cancellation date for the purpose of determining refunds.

When an in-person program is cancelled, American Councils will refund program fees according to the following schedule:

| <b>Date of Cancellation Notification</b>                              | <b>Refund Amount</b>                                                         |
|-----------------------------------------------------------------------|------------------------------------------------------------------------------|
| On or before the program start date as noted in the acceptance letter | Non-refundable deposit<br>Any other program fee payments made by participant |
| After the program start date as noted in the acceptance letter        | All recoverable costs                                                        |

If an in-person program is cancelled, participants will have the option to complete the program in a virtual format for full academic credit. Participants who choose the virtual option will be issued a new invoice reflecting online program costs.

After the refund amount has been determined, balances will be refunded. If applicable, American Councils will process refunds in accordance with billing agreements established between American Councils and the student's home institution.

In the case of a program cancellation, American Councils financial aid recipients must return all scholarships received to American Councils within 14 days of the cancellation notification. Please refer to award documentation about returning scholarship funds and any special circumstances that may warrant prorating the award.

## **STUDENT WITHDRAWAL AND REFUND POLICY**

Notification of withdrawal from an American Councils Study Abroad program must be submitted in writing. Verbal notification will not be accepted. Withdrawals are final and cannot be reversed. The date that written notification is received will be considered the withdrawal date for the purpose of determining refunds.

When written notification of withdrawal is received, American Councils will refund program fees according to the following schedule:

| <b>Date of Withdrawal Notification</b>                                            | <b>Payable to American Councils</b>                                                                   |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| More than 30 days before the program start date as noted in the acceptance letter | Non-refundable deposit<br>No other fees owed                                                          |
| Between 8-30 days before the program start date as noted in the acceptance letter | Non-refundable deposit; plus<br>50% of the total program cost as noted in the program cost breakdown  |
| Less than 8 days before the program start date as noted in the acceptance letter  | Non-refundable deposit; plus<br>100% of the total program cost as noted in the program cost breakdown |

After the refund amount has been determined, balances will be refunded, or invoices issued for outstanding funds. If applicable, American Councils will process refunds in accordance with billing agreements established

between American Councils and the student's home institution. Please note that colleges and universities may have their own withdrawal policies.

In the case of withdrawal by an American Councils financial aid recipient, all scholarships received must be returned to American Councils within 14 days of the withdrawal notification. Please refer to award documentation about returning scholarship funds and any special circumstances that may warrant prorating the award.

In addition, any student who withdraws before completion of the program may not be eligible to receive full or partial academic credit for the program.