

Washington University  
College of Arts and Sciences

OVERSEAS PROGRAM AGREEMENT

**Overseas Program:** «Program\_Title»

**Term of Study:** «Term\_of\_Study» «Year»

**Program Price:** «Tuition» WU tuition; «Insurance» WU student health insurance;  
«HousingFood» for housing; «Other» for other (see below)

**Student:** \_\_\_\_\_ (print full name)

This agreement between Washington University (WU) and the student governs participation in the WU Overseas Program listed above. Separately, the student's parent or guardian has acknowledged financial responsibility for the student's expenses. WU has guaranteed the payment of certain costs to program sponsors and/or foreign institutions.

1. **Price:** WU tuition covers the educational and administrative costs of the program, including relevant amounts charged by a program sponsor or host institution. WU health insurance, which provides worldwide coverage for partial reimbursement of medical expenses, is required for all participants and is billed by WU Student Health Services to the student's WU account. The "housing" and "other" fees, if any, cover additional costs paid by WU on the student's behalf as such fees are not covered by WU tuition. For this agreement, the amount in addition to WU tuition and insurance «Details». The student is responsible for all other expenses, including but not limited to «Except» entertainment, local travel, books and supplies, and telephone.

2. **Billing:** The WU program price is billed to the student by the WU Billing Office using the regular billing process. (A special account is established for each participant who does not normally attend WU.) For programs comprised of two semesters, half of the program price is billed each semester. Associated costs not covered by the program price, if any, will be posted to the student's WU account when they are finalized. The program price shown above, given in US dollars, is fixed and definite and will not be affected by currency exchange rate fluctuations. Please note that it is the student's responsibility to meet all deadlines for payment, whether to WU or the program sponsor.

3. **Financial obligations:** When a student accepts an offer of admission to the program, he or she becomes responsible for the non-refundable deposits or fees, if any, that must be paid or guaranteed on the student's behalf. After the published WU billing date, the student becomes responsible for payment of the full WU program price plus any associated separate fees paid by WU on the student's behalf. In the event of withdrawal, the student will remain responsible for all non-recoverable program costs.

4. **Withdrawal and refund policies:** The student must provide prompt written notification of intent to withdraw to Overseas Programs in the Office of International and Area Studies at Washington University. Should the student withdraw *prior to commencing the program*, WU will refund the difference between the WU program price and the non-recoverable fees, if any, that has been or must be paid on the student's behalf in accordance with the financial requirements of the program sponsor or host institution. In some cases the non-recoverable amount may be substantial, depending on the date of withdrawal. The non-recoverable portion of the program fees will remain on the student's WU account. If the student voluntarily or involuntarily withdraws *after commencing the program*, or the student leaves the program before the concluding date with or without completing all academic requirements, WU has no obligation to refund any portion of the program price and/or associated separate fees. At this stage, WU will assist the student in efforts to recover funds from the program sponsor or host institution, depending on its refund policies, the contractual requirements, and individual circumstances, but the student should not expect a refund. In all cases, the student must comply with the specific withdrawal procedures of the program, including submission of appropriate notification to on-site academic and housing authorities.

5. **Enrollment and academic credit:** The amount of academic credit earned will depend on the student's course load and academic performance. If the program involves study abroad during a fall and/or spring semester, the student normally will be enrolled at Washington University for 12 place-holding credits of L99 "study abroad" per semester, reflecting fulltime enrollment. Additionally, the student may be simultaneously enrolled at another institution. The student will be expected to carry a course load equivalent to 15-16 WU credits and no

