

Study Abroad at UCLA Cancellation, Refund, Deferral, and Transfer Policy

All cancellation, refund, deferral, and transfer requests must be submitted on UCLA Extension American Language Center (ALC) "Study Abroad at UCLA Cancellation, Refund, Deferral, and Transfer Request Form" and are subject to approval by ALC management. If payment was made by credit card, a credit will appear on the same credit card used (allow 3-5 weeks for processing). If payment was made by check, cash, or bank wire transfer, a refund check will be issued (allow 6-8 weeks for processing). There is a \$30 processing fee for each refund issued; this fee is subject to change.

A. Nonrefundable Application Fee

All application fees must be paid before submitting the application. The Study Abroad at UCLA program application fees are nonrefundable.

B. Cancelling Prior to Arrival in the U.S.

Students who cancel prior to arrival in the U.S. must submit a "Study Abroad at UCLA Cancellation, Refund, Deferral, and Transfer Request Form" 1 week before the quarter start date.

Full refunds of the Study Abroad Program Fee, minus the \$30 processing fee, may be made to students who submit a cancellation form at least 1 week before the start date of the program.

Refund requests received after the deadlines above will be denied. Additionally, refunds are not processed until all requested items are submitted.

Representative/Agency will be responsible for paying student's outstanding fees if the cancellation form is not submitted by the deadline.

C. Deferring Prior to Arrival in the U.S.

To defer enrollment, students must submit a "Study Abroad at UCLA Cancellation, Refund, Deferral, and Transfer Request Form" with their official documents on or before the Friday of the first week of the quarter start date. A new application also must be submitted at this time with a new start quarter. If all required documents are submitted, ALC can transfer the original payment to an available future quarter. A \$125 quarter deferral fee will be deducted if a deferral request is received after the program start date.

D. Cancelling After Arrival in the U.S.

Refund requests of course fees may be made prior to the end of the second week of instruction. A minimum administrative fee of \$50 per class will be withheld from all refunds for UCLA courses; a minimum administrative fee of \$30 per class will be withheld from all refunds for UCLA Extension courses. UCLA academic departments may also withhold additional fees for laboratory, material, or department costs. No refund will be granted if students enter the U.S. with government documents indicating that they plan to participate in Study Abroad at UCLA and do not attend.

If a student's I-20 form expires through no fault of UCLA Extension, a refund will not be issued.

E. Transferring to Another School

If you plan to transfer to another school after completing Study Abroad, please contact the UCLA Extension International Student Office (ISO), email: iso@uclaextension.edu.

If you plan to transfer to another school instead of attending Study Abroad, you will need to fill out a "Study Abroad at UCLA Cancellation, Refund, Deferral, and Transfer Request Form" and refer to section D above regarding the refund. Then contact the ISO regarding transfer to another school.

Study Abroad at UCLA Cancellation, Refund, Deferral, and Transfer Request Form

Please print clearly:

Student Name: _____
Family Name First Name Middle Initial

Date of Birth (month/day/year): _____ Student ID Number: _____

If applicable, agency name: _____

Address to send refund: _____

Email Address: _____

Phone Number: _____

I am requesting a: cancellation from the following quarter: _____
 transfer to the following program (a new application form is required): _____
 deferral to the following quarter (a new application form is required): _____

Reason for request:

I have read and agree with the Study Abroad at UCLA Cancellation, Refund, Deferral, and Transfer policy (see reverse):

Student Signature: _____ Date (month/day/year): _____

For administrative use only:

Approved by 1) _____ 2) _____
 Denied Refund: _____ Date (month/day/year): _____
 Sent to CO for processing (month/day/year): _____