

CANCELLATIONS AND WITHDRAWALS

- Admitted applicants who have submitted a written request to cancel from the program by close of business on the full payment due date will be held liable for the \$1,500 commitment fee but not the full program fee.
- Admitted applicants who have not paid or deferred in full and who have not submitted a written request to cancel from the program as of the close of business on the full payment due date will be cancelled from the program and will remain liable for the commitment fee previously paid or deferred.
- Fully paid or deferred admitted applicants who have submitted a written request to cancel from the program after close of business on the full payment due date will remain liable for the full program fee.

Florida State University International Programs and Florida State University College of Law (“Florida State”) reserves the right to cancel the Summer Program in Law at Oxford (the “Program”) in the event that enrollment falls substantially below target levels, faculty members are unavailable and cannot be replaced, a change is made in the US Department of State (the “State Department”) advisory level for the United Kingdom, or for other compelling reasons.

- If cancellation of the program occurs after a deposit has been paid, the Program director will use his or her best efforts to make arrangements for each student enrolled to attend a similar program, if the student so desires.
- If changes are made in the course offerings or other significant aspects of the Program (a “Change in the Program”), those changes will be communicated promptly to any students who have paid a deposit or registered for the Program, and an opportunity will be provided for them to withdraw.

[The relevant State Department consular information for the United Kingdom is available here.](#) If this information is revised prior to or during the Program, the updated information will be distributed promptly to students.

REFUND POLICY

If prior to the commencement of the Program, students withdraw due to a Change in the Program, or if the Program is cancelled, students will receive a full refund of all monies advanced within twenty (20) days after the cancellation or withdrawal. A student will also receive a full refund if prior to the commencement of the Program, if they are subject to an involuntary call to active duty or if they or an immediate family member (parent, legal guardian, spouse, child, or sibling) dies.

If during the course of the Program, students withdraw due to a Change in the Program, or if the Program is terminated, students will be refunded fees paid, except for room and board payments utilized prior to the date of termination or withdrawal.

Partial refunds/partial release of fee liability for program fees may be granted in instances of withdrawal prior to the start of the program under the following circumstances, upon providing appropriate documentation:

- Illness of the student of such a duration or severity that it precludes overseas travel. The student will be required to submit all relevant medical records for review and evaluation by FSU's University Health Services. University Health Services will advise International Programs' refund committee of its recommendation. International Programs' refund committee will notify the student of the decision.
- Exceptional unforeseen circumstances beyond the control of the student, as approved by the International Programs refund committee.

REFUND AND RELEASE OF LIABILITY POLICY DETAILS

In evaluating requests, the refund committee considers the timeliness of the notification in relation to the event causing the need for withdrawal and timeliness in relation to the start of the program.

- Refunds or release of liability cannot be granted, under any circumstances other than those outlined above, in instances of withdrawal after a program has begun.
- In no instance is a refund or release of fee liability request considered if it is after the end of the applicable program or semester, even if the cancellation or withdrawal occurred prior to the start of the program.
- Applicants who apply and are accepted after published due dates remain liable for fees in accordance with the published dates.

SUBMITTING CANCELLATIONS AND REFUND/RELEASE FROM FEE LIABILITY REQUESTS

Submit all cancellations and requests for refunds or release from fee liability in writing via email to IP-Cancel@fsu.edu . Applicants should include their last name and program code in the subject line of the email.

Alternatively, requests may be submitted in writing to International Programs at the following postal address:

Attention: Refund Committee
Office of FSU International Programs
A5500 University Center
282 Champions Way
P.O. Box 3062420
Tallahassee, FL 32306-2420