



OFFICE OF
EDUCATION ABROAD

SHORT-TERM PROGRAM WITHDRAWAL REQUEST FORM

www.International.MissouriState.edu/EducationAbroad/

Student Name (last, first, middle initial)

Student ID (M#)

Program Title

Course Enrollment

Email Address

Primary Phone Number

CANCELLATION & REFUND POLICIES

- If a student withdraws from the program after the application deadline, they will be liable for 15% of the program fee, the International Programs Academic Experience Fee (\$150 for international programs and \$100 for domestic programs), and any purchases made on their behalf at the time of withdrawal
- If a student withdraws for failure to pay the program fee, no refunds will be made.
- When the program begins, no refunds will be issued under any circumstances.
- The student is responsible for dropping their Education Abroad course(s).
- All notifications of withdrawal must be made by submitting this form to the Office of Education Abroad, Plaster Student Union 209 or by email at educationabroad@missouristate.edu.
Non-payment of fees does not guarantee withdrawal.

Program Director Signature

Date

Student Signature

FOR ADMINISTRATIVE USE ONLY: Date Received

Action(s) Taken:

Date

Course(s) Dropped

GeoBlue Insurance Canceled

Terra Dotta Application Withdrawn

Education Abroad Advisor Notified of Withdrawal

Financial Aid and Scholarships Notified of Withdrawal

Hold on Student Account

Financial Commitment Billed

Education Abroad Approval

Date