

CNU Study Abroad Payment Information

“Teaching Across Cultures”

TCHG 550

Print Name: _____ CNU ID: _____

Two types of payments are made for CNU Study Abroad Programs before departing the United States. Students will also be expected to have spending money available in-country for meals and personal expenses in their free time. Students should discuss with the faculty leaders or the study abroad office to determine an estimate of out-of-pocket expenses. Payment types:

1. **The Program Fee** is a total amount paid for housing, transportation, international airfare, entrance fees, and health insurance.
This Program Fee is paid through CNU STUDENT ACCOUNTS via CNU LIVE, by clicking on “Study Abroad Fees”.

Please follow these steps to process your program fee payment:

1. **Login to CNU Live**
2. **Click on “Tuition and Fees”**
3. **Click on “Click here to make a payment”**
4. **Click on “Study Abroad Program Fees”**
5. **Select payment to pay the \$XXX(you can choose to pay in full)**
6. **Select this program: Belize-51601**

2. **Tuition & Fees** is the cost of the academic credit taken during the study abroad.
Tuition & Fees are charged to CNU STUDENT ACCOUNTS via CNU LIVE after the program fee has been collected in full.

Payment Schedule for Program Fee

Program Fee Total = \$2,800.00*

**The cost of this program is heavily dependent on the student participation. We have based this program fee on 15 participants. If we have fewer student, the total program fee may need to be increased.*

Payment amounts & Deadlines:

June 30, 2019 - Deposit- \$1,000

September 1, 2019 - Final Payment- \$1,800

Tuition & Fees

Tuition will be loaded onto your student account. This charge will be paid directly to the CNU Business Office through the student’s online account via CNU Live. The Study Abroad Tuition and Fees includes the \$150 study abroad fee.

Please initial next to the tuition rate that applies to you. The Study Abroad Tuition & Fees for 3 credits hours is:

_____ **In-State TBD Tuition & Fees**

_____ **Out-of-State TBD Tuition & Fees**

Refunds and Withdrawal Policy

Payments are made to vendors to secure services on behalf of the students in advance of travel and are often non-refundable to CNU. These expenses may include but are not limited to pre-paid meals, pre-paid room or housing reservations, airline deposits or tickets, bus rental fees, etc. Thus, even if you withdraw from the program before the departure, you are still responsible for unrecoverable program costs.

- ⇒ If a student withdraws from program on or before June 30, 2019, the deposit may be refunded to the student.
- ⇒ If a student withdraws from program after June 30, 2019, the deposit will not be refunded.
- ⇒ The final payment is a non-refundable payment.
- ⇒ For CNU study abroad programs, “withdrawal” includes voluntarily withdrawal as well as involuntarily withdrawal due to illness or other circumstances, or if the student is dismissed or suspended from the university for either academic or conduct reasons. If a student is dismissed from the program for academic or conduct reasons after the program begins, or if the student voluntarily withdraws from the program after it has begun, there will be no refund issued to the student for fees that have been charged.
- ⇒ If the program is cancelled due to insufficient student enrollment, then all charges will be refunded.
- ⇒ If the program is cancelled due to an act of war or terrorism, a State Department warning or other circumstances that make the program location unsafe, all fees not already spent on behalf of the student will be refunded.
- ⇒ All withdrawals, as well as any requests for refunds should be made in writing to the Study Abroad Office prior to the dates noted above. It is in the student’s best interest to notify the Study Abroad Office immediately upon making a decision to withdraw.
- ⇒ If a student elects or is unable to participate in one or more individual program activities (field trips, group meals, etc.), the cost of these activities cannot be refunded.

Student signature:

I have read and agree to the above policies, amounts, deadlines, and procedures. I understand that CNU will place a charge to my student account for the tuition and fees in the Fall and those tuition and fees are due in before the program leaves. I understand that I am responsible for paying the entire program fee to the Study Abroad Office by the stated deadlines. In the event my study abroad program fee balance is not paid in full by the due date, I understand that I may be dropped from the program without a refund of previous payments. I will share this payment and refund policy with any third party, such as a parent, that is paying for the program on my behalf.

Student Name (Print)

Signature of Student

Date

Signature of Parent or Guardian (for students under 18)

Date