

Viterbo University - Study Abroad Office
Confirmation of Study Abroad Participation Form

PROGRAM LOCATION - Travel Dates: Month, Day, Year – Month, Day, Year

As a participant in a Viterbo sponsored study abroad program, please review and sign the following statement of your obligations:

1. I confirm my commitment to study on my chosen study abroad program by submitting this signed form to the Study Abroad Office. I understand that after submission of the signed form, I am responsible for a total program fee of **\$XXXX.00**. This total program fee is due prior to the start of travel. The initial \$200 non-refundable application deposit will be deducted from this total price.

I understand the **Program Location** program payment is to be paid as follows:

\$1/2 of Total Payment listed above due on **DATE**

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2. I understand that this is a **firm commitment** to participate in this program. If an emergency makes it impossible for me to participate, I will notify the Viterbo Study Abroad Office immediately in writing. I have read and understood the refund policy below.

Study Abroad Office, Viterbo University, Refund Policy

The \$200 application deposit is nonrefundable after acceptance to a study abroad program. Should an applicant be denied from a program or if Viterbo University cancels the program, the applicant will receive a full refund of the \$200 deposit. After acceptance into the program, participants sign the 'Confirmation of Study Abroad Participation' form to confirm their participation in the program. After submitting the commitment form, any subsequent withdrawal from the program, for any reason, will result in the participant paying all non-recoverable costs associated with the program. Recoverable costs are those that the university or vendors are able to refund without a financial impact to other participants of the program. Typically, the closer to trip departure, the less likely it is that costs will be recoverable. The Study Abroad office will make every attempt to recover program charges to minimize the financial impact of withdrawal.

THIS CONFIRMATION OF PARTICIPATION INDICATES YOUR COMMITMENT TO PARTICIPATE IN THE STUDY ABROAD PROGRAM TO WHICH YOU HAVE BEEN ACCEPTED.

CHECK ONE BOX BELOW:

- YES**, I have read, understood and agree to abide by the above conditions of participation. I understand by signing below I hereby confirm my participation in the study abroad program listed.
- NO**, I will not be participating in the Viterbo sponsored program for which I have applied. I understand the initial \$200 application deposit I paid is nonrefundable.

Applicant Name: _____

PLEASE PRINT

Applicant Signature: _____

Date: _____

This signed form must be returned to Brianna Rice, in the Study Abroad Office, Murphy Center, Room 377 no later than **DATE AND TIME.**