

Study Abroad Policies **Office of Global Engagement**

Study Abroad Fees

I agree to pay the appropriate study abroad fee to the University.

- Faculty-Led Programs: \$75
- Mercer On Mission: \$75
- Transient Programs: \$75
- Exchange Programs: \$75
- Internships: \$75

Refund Policy

Mercer University must pay charges to various international institutions, organizations, and businesses in order to hold places for study abroad participants. Many program expenses are incurred well before the program begins and are based on the number of participants who have applied. Therefore, it is sometimes impossible for payments to be refunded in full if a participant chooses to withdraw from a program. Students intending to withdraw from a study abroad program must notify the study abroad office in writing by emailing studyabroad@mercero.edu in order to be eligible for any refund or partial refund of the program fee balance. This includes any required withdrawal due to academic or disciplinary misconduct. In the event that a program is canceled due to events beyond the University's control, all recoverable funds will be returned to students, with the exception of the study abroad fee.

The following policies apply to Mercer University study abroad programs. Please note that only in exceptional circumstances can these policies be modified.

- Participants are committed to the program once this document is electronically signed. The financial commitment is based on the appropriate study abroad fee and any program fees due to Mercer University.
- Participants will be assessed the Study Abroad Fee when making their program fee payments through the Bursar's office. The Study Abroad Fee is non-refundable.
- Faculty-led study abroad programs require students to pay a non-refundable \$500 deposit, in addition to the \$75 study abroad fee. This deposit is part of the total program fee.
- When considering a decision to withdraw from a program, participants should notify the program leader and the Office of Global Education. If a participant withdraws from the program, he or she will be required to pay any portion of the program cost which is unrecoverable. Even if the student has not yet paid the full program balance or does not participate in the program, he or she is obligated to pay Mercer for any unrecoverable expenses incurred on the participant's behalf.
- Participants are not permitted to drop or withdraw from courses associated with the program unless approved by the Office of Global Education.
- If a participant is required to withdraw from a program for academic or conduct reasons after its official start date, he or she will not be refunded and will be responsible for the costs of returning home and reported to Mercer's judicial affairs.
- Participants who choose not to participate in a program activity, either mandatory or non-mandatory, will not be refunded any portion of the program cost.
- The Office of Global Education is not responsible for participants who are denied visas for entrance into their host countries.

General Policy

I, the participant, understand and agree:

- My Mercer account must remain in good standing with the Bursar before and during my program abroad.
- I am required to attend a mandatory pre-departure orientation as scheduled by the program leader and the Office of Global Education. Any consideration of exception must be submitted in writing to the program leader and the Office of Global Education.
- I am covered by On Call International, an emergency travel assistance program, and I am responsible for paying the appropriate fee.
- I am required to be enrolled in a health insurance plan that covers international medical care.
- I remain under the auspices of Mercer University's Honor code while I am abroad with Mercer University.
- Study Abroad fees and tuition will be charged by the Bursar and are due before departure. These costs are subject to normal deadlines and late fees as set by the Bursar.
- Mercer University courses taken during a study abroad program (Exchange, Faculty-Led, Mercer On Mission, Internship) factor into my grade point average. Courses taken in non-Mercer programs abroad through affiliates are considered transient credit and do not factor into my grade point average.
- I cannot drop a class or withdraw from a class while abroad unless authorized by the Office of Global Education.
- I understand and agree that any pre-program and post-program travel is independent from Mercer University sanctioned travel. Furthermore, I agree to log all pre-program and post-program travel using the 'Travel Intent Form' found in my Terra Dotta application (post-decision phase). In the event that I am unable to utilize the 'Travel Intent Form', I agree to contact the Office of Global Education with information regarding my pre-program and post-program plans.
- I give permission to the Office of Global Education to provide my unofficial transcript to a university or partner in order to assist me in the study abroad process.

Safety Policy

- To ensure the safety of all study abroad participants, the Office of Global Education will continuously monitor political alerts provided by the US Department of State and medical alerts provided by the World Health Organization and the US Department of Disease Control and Prevention.
- I will register with the US Department of State's Smart Traveler Enrollment Program. This program delivers important information from the Embassy about safety conditions in your destination country and helps the US Embassy contact you in any emergency. Other nationalities are required to register with their home governments in the destination country.
- Policies related to conduct, comportment, and behavior as described in the Mercer University Student Handbook applies to all students participating in study abroad programs.
- I have read and understand Mercer's academic and study abroad policies. I have been adequately informed on the repercussions of not following these policies.
- Participants who become separated from the travel group or fail to meet a departure schedule are responsible for seeking out, contacting, and meeting the travel group at its next destination, and must pay all costs associated with returning to the group.
- Participants are responsible for any expenses related to vaccinations or medical visits related to international travel.

READ, UNDERSTAND, AND AGREE BEFORE ELECTRONICALLY SIGNING.