

## Galapagos Extension Program Refund Policy

Students who withdraw temporarily or permanently from the Galapagos Extension Program for any reason, illness or accident should notify us immediately in writing to the USFQ's Office of International Programs, e-mail: [opi@usfq.edu.ec](mailto:opi@usfq.edu.ec), explaining the reason for withdrawal. Students who fail to notify the USFQ Office of International Programs of their withdrawal from the program are not eligible for any type of reimbursement.

### Refunds due to the withdrawal from the program by the student (Semester-long)

Refunds of tuition and fees for students who withdraw from the University are based on the effective withdrawal date and are calculated according to the percentages given below.

Official withdrawal date	Percentage refunded
During the first through the fifth day of the program	80%
During the sixth through the tenth day of the program	60%
During the eleventh through the fifteenth day of the program	40%
During the sixteenth through the twentieth day of the program	20%
After the twentieth day of program	None

### REFUND POLICIES:

1. Galápagos Extension program costs are a flat fee and therefore a student will not receive reimbursements for 1) dropping courses or not enrolling in 15 credits, 2) not participating in activities (i.e. Island hopping, dives, etc.), or 3) not staying at the lodging or eating the meals provided.
2. A certificate of inability to participate in the program from an approved doctor is necessary to make claims for a refund.
3. Refunds of tuition and fees can only be distributed once the student's official registration record is adjusted to reflect the withdrawal. Students are advised that this adjustment could take up from four to six weeks to process upon withdrawal from the program.
4. As with program cancellation, students who withdraw will not be eligible for refunds by USFQ Galapagos Extension Program for any expenses incurred or having to do with air travel, accommodations, food, books/supplies or miscellaneous costs of living overseas. Students are advised to investigate the coverage and cost of a Travel Insurance Policy that might cover some of those costs.
5. The students must have paid their tuition in full in order to receive their official transcript.

### Official withdrawal dates from modules 3, 4 and 5 (3-week intensive courses)

1. A student may withdraw from a course **as long as he/she has written consent from the professor** and he/she withdraws **no later than the third day of the course** (no tuition / academic fee refunds will be granted). If the professor is not in agreement, then a written proposal must be presented to the Office of International Programs. The students' request to withdraw will then be presented to the dean of the school in which the professor teaches. If the dean does not accept the withdrawal of the class, then the student must present his/her request to the USFQ Academic Committee.

### Notes:

1. Modules one and two are mandatory and withdrawals are not allowed.