FINANCIAL AGREEMENT FOR OFF-CAMPUS J TERM PROGRAMS 2012

Center for Interdependence – 1st floor Golisano Hall – (607) 431-4079 – FAX (607) 431 - 4008

Initial to the left of each statement and provide student and parent/legal guardian signatures below.

_____ I understand that if accepted into an Off-Campus Program, I am required to submit a deposit and full payment by the following dates. If deposit and final payment are not made by these dates, I understand I will be terminated from the program. I may reapply to the program later if there is space. **For spring applicants: the $500 deposit deadline is April 30, 2011. The full payment deadline is August 5, 2011. For Fall applicants: the $500 deposit deadline is September 30, 2011. The full payment deadline is October 10, 2011.**

_____ I understand the **Deposit Refund Policy** that follows:
I understand that $200 of the $500 deposit is non-refundable, once I am accepted into a program. If I voluntarily withdraw from a program, I may transfer the entire deposit to another program to which I am accepted within that same term. If I withdraw and do not transfer to another program during the same JTerm, only $300 of the $500 deposit will be refunded. I understand that I must sign a withdrawal form in order to withdraw from a program.

_____ I understand the **Hartwick College Cancellation Policy** that follows:
Hartwick College reserves the right to cancel a program at any time for sufficient cause. In such cases, the $500 deposit can be transferred to a different Hartwick off-campus program for the same J Term, when space is available. If the College cancels a program and there is no other program available or I do not wish to transfer, the College will refund the entire deposit to me plus any additional fees I have paid to Hartwick College toward the program.

_____ I understand the **Program Fee Adjustment Policy** that follows:
All Off-Campus Program fees are estimated and are subject to change due to circumstances such as currency exchange rates, unforeseen fuel surcharges and/or changes in enrollment that impact overall group pricing. As such, if necessary, Hartwick will notify me of any additional program fee charges on or before October 10, 2011. I will pay these adjustment fees in full by October 30, 2011.

_____ I understand the **Off-Campus Program Withdrawal Policy** that follows:
If I choose to withdraw from a program after official acceptance I must submit a signed withdrawal form, available online or at the Center for Interdependence. No refunds will be issued without this form. Withdrawals are effective as of the day the form reaches the Center for Interdependence. If I am dismissed from a program for failure to complete any course pre-requisite or for academic, disciplinary or health reasons, the following withdrawal policy will also apply, as per the date of my dismissal.

- If the withdrawal is effective prior to September 30, 2011, I will receive back $300 of the deposit (if previously paid), according to the Deposit Refund Policy above. If I have paid additional amounts above the deposit, I will receive a refund of those amounts.
- If the withdrawal is effective between September 30 and November 1, 2011, I will be responsible for 30% of the program fee (including any adjustments as described above). If I have previously paid fees in excess of this amount, the excess will be refunded to me. If I have not previously paid fees equal to this amount, the College will apply amounts previously paid toward my obligation, and will bill me the remaining amount due.
- If the withdrawal is effective between November 2 and December 1, 2011, I will be responsible for 50% of the program fee (including any adjustments as described above). If I have previously paid fees in excess of this amount, the excess will be refunded to me. If I have not previously paid fees equal to this amount, the College will apply amounts previously paid toward my obligation, and will bill me the remaining amount due.
- If the withdrawal is effective between December 2 and the first day of the course I will be responsible for 75% of the program fee (including any adjustments as described above). If I have previously paid fees in excess of this amount, the excess will be refunded to me. If I have not previously paid fees equal to this amount, the College will apply amounts previously paid toward my obligation, and will bill me the remaining amount due.
- If the student withdraws or leaves a program for any reason on or after the scheduled departure date, no portion of the program fee will be refunded and any expenses incurred by the student to return home are his or her sole responsibility, and not the College's.

My signature indicates that I have read, understand, and agree to the financial obligations listed above.

Student Name	**Billing Parent/Legal Guardian Name**
_____	_____
print	**print**
_____	_____
signature	**signature**
Date: _____	Date: _____