

## *Travel Course Cancellation Policy*

Due to the nature and duration of travel courses, plans are made well in advance of the group departure date. Only qualified students who have submitted the initial non-refundable deposit will be considered program participants. **The Faculty Leader of the course must be notified in writing (letter or email) of a student's intent to withdraw.** Please review the following cancellation policy carefully.

Travel Course expenses are divided into two groups:

- Program fees: the costs charged by non-Lipscomb University providers (i.e., airlines, travel companies, housing facilities, etc.);
- Tuition: the costs for courses paid to Lipscomb University.

### **Program cancellation policy:**

*If a student withdraws from the program 90 days before departure, only the deposit will be forfeited.*

*If a student withdraws from the program within 90 days of departure, **he/she will owe Lipscomb University the cost of any purchases already made in his/her name** (i.e.: airline ticket, group travel, housing, etc.) This is not a penalty but a reasonable amount based upon Lipscomb's cost and expenses to that date. Final payments for many expenses have to be made as much as 45 days prior to departure.*

*Once the group has departed from Nashville, all payments are non-refundable.*

### **Tuition Refund Policy**

Tuition refunds are based on the policy stated in the Lipscomb University handbook. Please contact the Business Office for more information.

**Student's signature:**

\_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent's or guardian's signature (if student is under 18):**

\_\_\_\_\_

**Date:** \_\_\_\_\_