

Refund and Cancellation Policy
East Carolina University
Office of Continuing Studies
Geology Field Course (Geology 4000)

Refund Policy:

East Carolina University must pay charges to various institutions and organizations for reservations/to hold places for Geology Field Course students. Other program expenses are incurred well before the program begins based on the number of students who sign up. Therefore, it is sometimes impossible for payments to be refunded in full if a student chooses to withdraw from a program. **All withdrawals must be made in writing and submitted to Robin Linkous at address listed on second page of this policy form.**

The following policies apply to ECU programs. Please note that only in exceptional circumstances can these policies be modified.

- The Visiting Student Application Fee (\$75) is not refundable
- The Geology Field Course Administration Fee (\$50 from Student Deposit) is not refundable, unless the student's application is rejected or the program is cancelled.
- If a student applies for Financial Aid to cover the program costs, and the aid is denied or less than anticipated which necessitates a withdrawal, the student will be responsible for any unrecoverable expenses paid to date on the student's behalf.
- If a student voluntarily withdraws after application to the program but prior to the start date of the program, the student will be refunded the program cost, excluding application fee and any portion of the program cost which is unrecoverable* (pre-paid meals, prepaid room reservations, vehicle deposits, etc.). Even if the student has not yet paid the full program balance, he or she is obligated to pay ECU for any unrecoverable expenses incurred on the student's behalf. This may require the student to pay part of the program cost to ECU, even if he or she does not attend the program. It is therefore in the student's best interest to notify Continuing Studies immediately when making a decision to withdraw.
- If a student voluntarily withdraws after the program officially begins, no money will be refunded.
- If a student is required to withdraw for academic or conduct reasons after the program officially begins, no money will be refunded.
- Students who choose NOT to participate in a program activity, either mandatory or nonmandatory, (such as a field trip, excursion, cultural event, etc.) will NOT be refunded any portion of the program cost.

*Unrecoverable costs may include expenses for both individual and group services. Individual expenses are items such as pre-paid room or camp reservations. Group expenses may include entrance fees or camping fees. For example, if the program budget is based on a

minimum of 15 participants, and the 15th student withdraws, then a portion of the cost for some group services also becomes an unrecoverable loss.

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Cancellation Policy:

- Should a program cancellation become necessary for safety reasons prior to student departure, every effort will be made to refund recoverable costs to participants. The time of program cancellation will determine the actual recoverable costs. The closer the program is to the start date, the less recoverable costs will be available. For example, 3 months before a program starts, funds have usually already been paid to many hotels and camp sites for deposits. These deposits would be considered non-recoverable.
- Should a program cancellation become necessary for safety reasons after students have arrived, our refund policy is that every effort will be made to refund recoverable costs to the participants. In addition, the Faculty Director, to the best of his/her ability, will assist students in completing the course work for the program.

I have been furnished a copy of the refund and cancellation policies, have read it, and agree to it.

Student Name Printed _____

Student Banner ID Number: B_____

Student Signature: _____ **Date:** _____

ALL WITHDRAWALS MUST BE MADE IN WRITING AND SUBMITTED TO:

Robin Linkous
Self Help Center MS 514
Division of Continuing Studies
East Carolina University
Greenville, NC 27858
252-328-9215 linkousr@ecu.edu