



CENTER FOR PROFESSIONAL EXCELLENCE INTERNATIONAL EDUCATION

Elmhurst College Billing, Registration and Cancellation Policies

Short-Term Study Away Experiences

In order to assure a quality study away experience for all Elmhurst College students wishing to participate, the College has adopted and adheres to the following procedures regarding billing, registration and cancellation. Please read these items carefully, as you are responsible for ensuring that you abide by all necessary requirements and deadlines.

I. Registration

- All students who have submitted an EC-sponsored short-term study away program application will be registered for the course associated with their study abroad program in BlueNet by CPE: International Education after the application deadline. If the course has more than one registration option, International Education will contact you to verify your preferred section.
- Students who submit applications for EC Summer study away courses will be registered September 1 of the previous year by CPE: International Education.
- NOTE: Any changes to registration (including dropping the course) must be requested in writing & submitted to CPE: International Education at international@elmhurst.edu.

II. Billing

- When a student is accepted into the requested program, CPE: International Education will submit the program information, including estimated cost, to Student Financial Services.
- Students will be billed for all courses abroad during the regular billing cycle for the term of travel. Final payment is due per College published deadlines.
- A student whose payment is returned for insufficient funds will be responsible for rectifying the shortfall and will be charged for any penalties for the original returned payment.
- Accounts of students who fail to make the required payments for study abroad and off-campus experiences are treated in the same manner prescribed for all delinquent accounts. Student Financial Services will place a business hold on the student's account until appropriate payments are made. This could result in a charge for J-term tuition, since this tuition benefit only applies to students who are registered full-time for both fall and spring terms.

III. Cancellations

- If, for whatever reason, there are changes to a student's registration (including dropping the course), the student must adhere to all cancellation requirements with their individual program and CPE: International Education.
- Notice of cancellation must be requested in writing & submitted to CPE: International Education at international@elmhurst.edu.
- Students who violate EC's Code of Conduct and/or incur any subsequent academic, disciplinary or legal sanctions prior to departure are subject to cancellation of approval to study away. It is the student's obligation to notify CPE: International Education of any change in status and to cancel the study away application in a timely manner. All published refund policies will apply.
- Cancellations received within 30 days of travel will receive no reimbursement and will be responsible for the entire cost of the program. In most cases, when a student does not participate in a program for any reason, the student will receive no refund and still will be responsible for the entire program cost.
- Trip cancellation insurance is recommended; however, students should be aware that this insurance does not cover all possibilities.