



CENTER FOR PROFESSIONAL EXCELLENCE INTERNATIONAL EDUCATION

I. 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.

II. Cancellation Deadlines

- **J-Term**
 - **Through September 15:** No cancellation fee. \$500 deposit refunded.
 - **September 16 - October 1:** \$500 cancellation fee (forfeit your deposit)
 - **October 2 - November 26:** Recoverable costs only.
 - **After November 26:** No refund possible.
- **Spring Break**
 - **Through November 15:** No cancellation fee. \$500 deposit refunded.
 - **November 16 - December 1:** \$500 cancellation fee (forfeit your deposit)
 - **December 2 - January 26:** Recoverable costs only.
 - **After January 26:** No refund possible.
- **Summer**
 - **Through February 15:** No cancellation fee. \$500 deposit refunded.
 - **February 16 - March 1:** \$500 cancellation fee (forfeit your deposit)
 - **March 2 - April 26:** Recoverable costs only.
 - **After April 26:** No refund possible.