



OIE Program Fee Appeal Form

Today's Date:

Date of withdrawal:

Student Name:

X-number:

Name of Program:

Start Date of Program:

Student e-mail:

In order to be fair to all students, please note that appeals to our refund policy will only be considered when a student's withdrawal results from exceptional circumstances.

- **Appeals must be submitted by the student with 2 weeks of your program withdrawal to studyabroad@stjohns.edu.**
- **The \$250 program deposit is non-refundable regardless of the decision on your appeal.**
- **Please allow 1 week for the review committee's decision on your appeal. Appeal decisions will be sent to your St. John's email account.**

Please use the space below to describe your individual case, being sure to note any events that necessitated a late withdrawal. Also, please provide any documentation that may support your claim (i.e., a letter from a doctor, medical report, etc.). Unfortunately, because our office commits money for you well in advance of your departure (hence, the refund policy), many appeals do not result in a change of fees. Those few that are successful typically end in a reduction of fees, not complete reversal of charges.

Exceptional circumstances include: recent discovery or exacerbation of a medical condition that interferes with the program participation (may require medical documentation), major illness or death of an immediate family member, or recent job loss by a parent or guardian.

Please use the following space to explain in detail the reasons for your appeal: