Securing your spot- 2016 International Outbound Programs

Please carefully read and retain these instructions for your records.

1. **Fees and Payment Schedule:**
   - **Deposit Payment** ($300) due *within two weeks* of acceptance into the program. Failure to pay will result in forfeiture of your spot in the program.
   - **50% of Program Fee** due March 1, 2016
   - **100% of Program Fee (balance)** due April 22, 2016
   
   All prices are tentative and are based on current exchange rates and program plans. Final payments may be increased due to exchange-rate increases or program changes.

2. **Late Applications:** For applications submitted after the deadline, an increased application fee will apply. The same application procedures apply to late applications. Refer to steps #1 and #2 of the Application Instructions Checklist. Post-deadline applicants who are accepted into a program must submit the non-refundable $300 deposit within two (2) weeks of acceptance.

3. **Late Fees:** After an applicant is officially accepted into a program, any late payment will incur a $25 late fee. All UVU debts (traffic tickets, library fees, etc.) must be cleared prior to departure.

4. **Registration:** Upon acceptance to an International Outbound Program, participants will be instructed on how to register for classes. Following registration, students will pay tuition for their classes.

1. **Financial Aid & Scholarships:**
   - **UVU-administered grants and loans** may be applied towards program fees. Applications should be made through UVU Financial Aid & Scholarships, located in BA 105 ([http://uvu.edu/finaid](http://uvu.edu/finaid)).
   - **IMS-administered scholarships** may be available. Scholarship applications are available online. Applicants must be admitted into an IOP to receive a scholarship. Scholarship applications are due January 31st.
   - **UVU Employee & Employee Dependent Tuition Waivers** may be applied for up to six credits of IMS tuition.

5. **Cancellations and Refunds:** All cancellations must be submitted in writing to The Office of International & Multicultural Studies LA 111. Cancellations will not be accepted over the phone.

   **The $300 program deposit is non-refundable.** IOP program fees are non-refundable after the March 1st payment deadline. Refunds will be issued to students if and only if:
   - the student is declined from the program (50% of application fee is refunded).
   - the student withdraws from the program prior to the March 1st payment deadline (no refund of the deposit will be issued; only payments made towards the program will be refunded).
- in the event of program cancellation (both the application fee and deposit are refunded).
- if extenuating circumstances arise during the program, the Program Director, Department Chair, Dean and Senior Director of IMS will determine refund eligibility.

By applying to a UVU International Outbound Program, you agree to accept the terms of the payment/cancellation procedure.

6. **Pre-departure Orientations:** Students are required to attend four (4) pre-departure orientation meetings. The Office of IMS and/or the Program Director will notify you of the locations and times of these meetings via e-mail. During these meetings, students will be briefed on general university rights and responsibilities, their individual program, and will be issued pre-departure assessments.

7. **Important International Health Insurance Information:** Students participating in a UVU International Outbound Program will be enrolled in a group plan administered by a UVU-contracted insurance provider. For more information, contact The Office of IMS.

**Contact Information**
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