



Process

For programs with coursework on campus before and/or after a period spent abroad, [regular UofM cancellation deadlines, penalties, and policies](#) will apply to tuition and fees for the on-campus course.

The Carlson Global Institute (CGI) cancellation policies will apply to the abroad component of the course based on the start date of the period abroad. Dropping the on-campus course in One Stop does not constitute notifying CGI.

Students who wish to cancel their participation on a program must log into their Education Abroad online application and submit a cancellation request by selecting the "Cancel Application" button on the bottom of the checklist page. The date/time stamp of this cancellation request will determine the refund eligibility according to the policy below.

Financial Obligations

CGI reserves space on the program for the participant upon receipt of all completed confirmation forms, at which point CGI incurs certain non-recoverable costs. Therefore, any participant who cancels at any time after confirmation to the program will be responsible for the following:

- The \$50 application fee is non-refundable
- Once a student confirms their place on a program they are liable for a minimum cancellation fee of \$500
- Forfeiture of any CGI study abroad scholarships
- Individual students cancelling their participation (prior to program start date) will be billed for:
 - **75 days or more prior to start date:** Application fee + cancellation fee + non-recoverable flight costs*
 - **74-60 days prior to start date:** Application fee + non-recoverable flight costs* + cancellation fee **or** 25% of remaining program fee whichever is greater
 - **59-45 days prior to start date:** Application fee + non-recoverable flight costs* + 50% of remaining program fee
 - **44-31 days prior to start date:** Application fee + non-recoverable flight costs* + 75% of remaining program fee
 - **30 days or less prior to start date:** Application fee + non-recoverable flight costs* + 100% of remaining program fee

**Non-recoverable flight costs refer to those costs billed by CGI as a part of the overall program costs. It does not include any flight costs paid by students directly to airlines, travel agents etc.*

CGI is not responsible for any flight costs or other expenses incurred by students independently from group arrangements should cancellation occur either by the student or the University.

If a program is canceled related to COVID-19 (or for any other reason) prior to the program start date, you will receive a full refund including application fee

