

## Process

- Students who wish to cancel their participation on a program must log into their Education Abroad online application and complete the cancellation request on their checklist. The date/time stamp of this cancellation request will determine the refund eligibility according to the policy below.
- Questions should be sent to the Carlson Global Institute - [cgi@umn.edu](mailto:cgi@umn.edu)

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## 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 the 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 the program start date) will be billed for:
  - **60 days or more prior to the start date:** Application fee + \$500 cancellation fee + non-recoverable program costs
  - **59-45 days prior to the start date:** Application fee + 25% of the program fee + non-recoverable program costs
  - **44-30 days prior to the start date:** Application fee + 50% of the program fee + non-recoverable program costs
  - **29-15 days prior to the start date:** Application fee + 75% of the program fee + non-recoverable program costs
  - **14 days or less prior to the start date:** Application fee + 100% of the program fee

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.