

How to Cancel

- Cancellation from any education abroad program must be done online through the online application. Official notification needs to provide the reasons for cancellation from the program and notification must be provided by the participating student, not a designated Power of Attorney. Cancellation is effective from the date cancellation is requested online.
 - Questions should be sent to:
Carlson Global Institute
cgi@umn.edu
 - Students are not allowed to defer placement until the following year.
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Refund of Application and Program Fee

- The \$50 *application* fee is non-refundable.
- Once a student confirms the place on the program, they are liable for a minimum cancellation fee of \$500.
- Carlson Global Institute will seek to fill the cancelling student's place with an individual on the pre-existing waitlist for the program up until the pre-departure class sessions start. If a student from the waitlist can be found to fill the place, the cancelling student will be refunded 100% of the program fee. The \$500 Cancellation fee will still be charged.
- If a student from the wait list cannot be found, if it is too late for a new student to secure a visa, or if the pre-departure class sessions have already started, the cancelling student will be responsible for paying a percentage of the program fee based on the timeline below.

Cancellation Period	Cancellation Fee
Cancellation 120+ days prior to program start	\$500 cancellation fee
Cancellation 90 - 119 days prior to program start	Student is responsible for 25% of the full program fee AND the \$500 cancellation fee
Cancellation 76 - 89 days prior to program start	Student is responsible for 50% of the full program fee AND the \$500 cancellation fee
Cancellation 75 days or less prior to program start	Student is responsible for 100% of the program fee

- If the U.S. Department of State issues a travel warning advising U.S. citizens not to travel to a particular country or, if in a country, to leave, International Programs will suspend the program if it has not already started.

The information contained in this Cancellation Policy supersedes any verbal or other written information that anyone may receive regarding this policy. This policy only pertains to Carlson Global Institute Graduate Global Enrichment Programs.

Heightened Security Addendum

- The Carlson School policy is to cancel a program if a U.S. State Department travel warning is issued for that country prior to the start of the program.
- If the U.S. Department of State issues a travel warning for a country where students are already studying abroad, we will work with our on-site partners to assist students in making the best decision, given the current circumstances.
- Carlson Global Institute is in regular contact with our study abroad partners overseas and is also monitoring U.S. Department of State Travel Advisories. These advisories provide critical information on the political stability of every country, safety precautions that should be taken, and general information on the country. If the U.S. Government is concerned about the safety of its citizens abroad, the Carlson School International Programs Office is immediately informed. The well-being of our students and staff is of primary concern. For more information on the U.S. Department of State Travel Advisories, you are welcome to visit: http://travel.state.gov/travel_warnings.html.
- If a student cancels from a program due to personal safety concerns, the above refund policy will be in effect.
- Carlson Global Institute is not responsible for any flight or other expenses incurred by students due to cancellation of or from a program. We recommend students concerned about this consider purchasing trip cancellation insurance through their travel agent.