

# Global Immersion Internship Cancellation Policy - Undergraduate

## 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](mailto: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 their place on the program, they are liable for a minimum cancellation fee of \$500.
- The cancellation penalty increases up to the full program fee according to the following schedule:

Cancellation Period	Cancellation Fee
Cancellation 3 or more months prior to program start date	\$500 cancellation fee
Cancellation less than 3 months but more than 2 months prior to program start date	Student is responsible for 50% of the full <i>provider</i> program fee AND a \$500 cancellation fee
Cancellation less than 2 months but more than 1 month prior to program start date	Student is responsible for 85% of the full <i>provider</i> program fee minus AND a \$500 cancellation fee
Cancellation less than 1 month prior to program start date	Student is responsible for 100% of the full <i>provider</i> program fee

**This policy does not cover outside contracts. Students are responsible for the terms of any financial agreements made with outside vendors (e.g.: airfare).**

**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 Undergraduate Global Immersion Programs.**

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## 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](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.