

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.

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 according to the following schedule:

Fall Semester	Cancellation Penalty
Cancellation prior to May 1	\$500
Cancellation between May 2 - June 1	\$1,000
Cancellation between June 2 - July 1	\$1,500
Cancellation between July 2 - August 1	\$2,000
Cancellation after August 1 or beginning of program (whichever date comes first)	\$2,500

Spring Semester	Cancellation Penalty
Cancellation prior to September 1	\$500
Cancellation between September 2 - October 1	\$1,000
Cancellation between October 2 - November 1	\$1,500
Cancellation between November 2 - December 1	\$2,000
Cancellation after December 1 or beginning of program (whichever date comes first)	\$2,500

Summer	Cancellation Penalty
Cancellation prior to April 1	\$500
Cancellation between April 2 - May 1	Student is responsible for 25% of the full program fee AND the \$500 cancellation fee
Cancellation between May 2 - June 1	Student is responsible for 50% of the full program fee AND the \$500 cancellation fee
Cancellation after June 2 or beginning of program (whichever date comes first)	Student is responsible for 100% of the full tuition & fees

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

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 Immersion 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.