

## Notification of Withdrawal From or Early Termination of Study Abroad

Program: \_\_\_\_\_ Effective Date : \_\_\_\_\_

I am submitting this form to the Associate Dean of Global Education Office for Undergraduates to inform her of my intentions to withdraw early from my study abroad program.

I have discussed my early withdrawal with the appropriate host institution staff. In withdrawing from or terminating my study abroad program before the scheduled ending date, I understand that the refund policy outlined in the Statement of Authorization and Consent form applies to my actions unless superseded by a more restrictive policy from my home or host institution. Additionally, I acknowledge that I must resolve the implications of my actions with the Office of Financial Aid. I furthermore acknowledge that if I am a degree-seeking student at Duke University, I will notify my academic dean of my early withdrawal. If I am a non-Duke student, I will notify my home institution to determine what implications this withdrawal has with my home institution.

In withdrawing from or terminating my study abroad program before the scheduled ending date, I acknowledge and agree that Duke University credit is available only for those courses which I have completed and in which I have earned a "C-" or higher in the local grading system. It is possible that I may earn fewer than the four courses typically available to me in a Duke University semester.

\_\_\_\_\_  
Student's Signature & Printed Name

Date: \_\_\_\_\_

**If program has started:**

\_\_\_\_\_  
Program Director's Signature & Printed Name

Date: \_\_\_\_\_

Address to which refund check should be issued (if applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please fax to (919) 684-3083 or mail to Global Education Office for Undergraduates, Smith Warehouse, Bay 6, 2nd Floor, 114 S. Buchanan Blvd., Box 90057, Durham, NC 27708. If mailing, Box 90057 MUST be included in the address.*

**For Office Use Only:** Assoc. Dean Signature \_\_\_\_\_ Date \_\_\_\_\_

**Notification:** Academic Dean \_\_\_\_\_ Date: \_\_\_\_\_ Housing \_\_\_\_\_ Date: \_\_\_\_\_  
Registrar \_\_\_\_\_ Date: \_\_\_\_\_ Auxiliary \_\_\_\_\_ Date: \_\_\_\_\_  
Program \_\_\_\_\_ Date: \_\_\_\_\_ Fin. Aid \_\_\_\_\_ Date: \_\_\_\_\_

Third Party (ND) \_\_\_\_\_ Bursar (D&ND) \_\_\_\_\_ StudioAbroad Status (D&ND) \_\_\_\_\_

Comments (D&ND) \_\_\_\_\_ Count (D) \_\_\_\_\_ SA Notebook (D) \_\_\_\_\_ Country (D) \_\_\_\_\_

File (D&ND) \_\_\_\_\_