

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that the refund policy outlined in the Statement of Authorization and Consent form applies to my actions unless superseded by a more restrictive policy from my home or host institution.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, Duke University, Box 90057, Durham, NC 27708.

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) _____		