



Global Education Office

Johnson Center, Room 235, 4400 University Drive, MS 2B8, Fairfax, VA 22030
Phone: 703-993-2154 Fax: 703-993-2153

Global Discovery Course Application

The course EDSE 440.002 and EDSE 540.002 has a required study abroad component taking place from March 8-16, 2019. An additional fee of \$2,082 will be required for students who enroll in the required travel portion of the course. The Global Education Office is covering 50% of the additional fee through the Global Discovery grant.

The deadline for this form is **December 7, 2018**.

*Strongly recommend Nov 28 as your deadline to (a) register and (b) submit travel contract to Dr. King-Sears to guarantee no air fare increase. Students can register for the course beyond this date, but caution that (a) course fills up and (b) increased costs may apply.

Upon receipt of this course application:

- A \$250 non-refundable deposit will be added to your student account.
- The remainder of the 50% of the additional fee listed above will be added to your student account.

You must be enrolled in the course and participating in the travel portion to receive the 50% Global Discovery grant. **If you withdraw or are withdrawn from the program, you are not eligible for the grant and will be responsible for the full additional fee for the travel portion, excluding any refunds provided for in the Refund and Cancellation Policy found below.**

If you withdraw or are withdrawn, voluntarily or involuntarily, from this program for any reason, you will not be able to recover the \$250 deposit fee or any non-recoverable costs.

If your portion of the additional fee is less than the \$250 non-recoverable deposit, the balance will be credited to your student account one week prior to departure.

Refund and Cancellation Policy*

- All Global Discovery program contract fees and deposits are non-refundable.
- The Global Education Office reserves the right to make any changes or alterations to the program including itineraries and fees, in cases of emergency, low enrollment, changed conditions, or in the interest of the group. Should the University cancel the Program for whatever reason, full refund of all fees will be made unless the cancellation is due to deteriorating security and safety conditions, including, but not limited to, political unrest, natural disaster, technological failures, or other catastrophes beyond its control. In such cases, the university will be able to refund only uncommitted and/or recoverable funds (lodging and/or meals, transportation deposits, airfare, and any other program-related non-recoverable expenses.)
- In cases of insufficient enrollment, students withdrawing their participation prior to an official Global Education Office cancellation notice will not receive a refund.
- If a participant cancels/withdraws, voluntary or involuntarily, from a program for any reason between payment of the deposit and 45 days prior to the program start date, the participant is responsible for the deposit and any non-recoverable costs.
- If a participant cancels or withdraws, voluntarily or involuntarily (including dismissal from the program), less than 45 days prior to the program start date or after the start of the program, the participant is responsible for all costs.
- All cancellations or withdrawals from a program must be made in writing or you must withdraw your own application in MasonAbroad. The charges on your student account will not be removed unless the Global Education Office is notified of your intent to withdraw regardless of lack of payment or inaction on your application.

*This policy applies to all participants including financial aid, scholarships, and/or loan recipients.

Please Note the Following Regarding Course Add/Drop:

- The additional fee for the study abroad portion is separate from any tuition costs for the related class and is not governed by the University's policies regarding tuition refunds for classes dropped before the add/drop date. Even if you withdraw from the study abroad portion before the Add/Drop date, your ability to obtain a refund of the additional fee for the study abroad portion will be governed by the above Refund and Cancellation Policy and not the University's policies regarding tuition refunds for classes.
- The deadline to withdraw from the study abroad portion and still receive a refund of any recoverable costs (45 days prior to the start of the program) may be before the Add/Drop date.

If you plan to use financial aid to cover the additional fee, please consult with your financial aid counselor.

By signing below you:

- ✓ Agree to participate fully in the travel portion of the course.
- ✓ Agreeing that you will pay a \$250 non-refundable program deposit and that this deposit will not be refunded under any circumstances, except those articulated in the Refund and Cancellation Policy.
- ✓ Agreeing that you will pay the additional fee and that this payment is subject to the Refund and Cancellation policy provided above.
- ✓ That you have read the Refund and Cancellation Policy.

To return the form, please send the signed contract back to Dr. King-Sears at Finley Building 218: mkingsea@gmu.edu.

Signature: _____

Print name: _____

GMU ID: _____ GMU Email: _____

Date of Birth: _____ Cell Number: _____