**[Program Name] Payment Agreement Form**

**Please Read Carefully:** Electronically sign this form via GEO’s online application site on or before: [Date].

*Program payments* should be mailed or taken personally to the Office of the University Bursar, 150 Student Services Building, Blacksburg, VA 24061. Make checks payable to **Treasurer, Virginia Tech**. Alternatively, payment can be made online through [Hokie Spa](http://www.hokiespa.vt.edu/). In either instance, ensure the University Bursar (540-231-6277) is aware that the payment submitted is for the **[Program Name] [Detail Code XXXX]**.

**Program Costs**

* A [$\_\_\_\_\_\_\_] non-refundable deposit must be paid following acceptance into the program. It will be applied to the total program fee and be billed according to the schedule below. This charge is irreversible, except in limited cases where the student withdraws early enough to be replaced by another student, and without the study abroad program incurring charges or change fees.
* The Program Fee is estimated at [$\_\_\_\_\_\_\_ ($\_\_\_\_\_\_ deposit + $\_\_\_\_\_\_\_\_remaining program fee)]. The program fee is in addition to VT tuition and fees for [Term], roundtrip international airfare, passport and visa fees, immunizations (if applicable), and personal expenses.
* Virginia Tech will bill [## credit hours] of tuition and fees (Technology Fee, Library Fee, Commonwealth Facility & Equipment Fee) for [Term]. Summer & Winter study abroad tuition reflects a 20% discount on regular VT tuition.

**Fee Payment Terms**

* The GEO study abroad application fee is collected at the time of application and is non-refundable except in the event of program cancellation or in cases in which your participation is prevented by unavoidable circumstances (i.e. illness/injury, family emergency) for which acceptable documentation of the circumstances is required.
* The GEO faculty-led study abroad participation fee is charged at the time of study abroad course enrollment. In the event of withdrawal or cancellation prior to the program’s start date, the participation fee charged will be removed from your student account.
* All tuition and program fee charges will be posted under your student account and billed through the University Bursar.
* Deferred payments/payments on a credit basis are not possible because Virginia Tech must make arrangements on behalf of participants well in advance of travel.
* All fees, including tuition, must be paid in full prior to departure.
* All program fee and tuition payments need to be paid by the following due dates:

|  |  |
| --- | --- |
| ***Amount and Billing Date*** | ***Due Date*** |
| [$\_\_\_\_\_\_\_ deposit] – billed on [Date] or upon acceptance | [Date] |
| [$\_\_\_\_\_\_\_ program fee installment] – billed on [Date] | [Date] |
| [$\_\_\_\_\_\_\_ program fee installment] – billed on [Date] | [Date] |
| University tuition and fees for [Term]  *University tuition & fees are billed and become due according to the following schedule:* | Winter: billed November 15th / due by December 10th  Spring: billed December 15th / due by January 10th  Summer I: billed on April 15th / due by May 10th  Summer II: billed on May 15th / due by June 10th  Fall: billed on July 15th / due by August 10th |

**Program Cost Breakdown**

*(Insert cost amounts from your program’s brochure page, or from the “Estimated Student Costs” section of your GEAC Proposal).*

|  |  |  |
| --- | --- | --- |
| **Billed Expenses** | **In-State** | **Out-of-State** |
| Program Fee | $ | $ |
| Study Abroad Participation Fee | $50 | $50 |
| Tuition & Fees\* [## credits] | $ | $ |
| Pamplin College of Business Supplemental Fee ($75/credit hour) | $ | $ |
| **Billable Subtotal** | **$** | **$** |
|  | | |
| **Out-of-Pocket Student Expenses** | | |
| Application Fee | $50 | $50 |
| New/Renewal Passport Fee | $180 | $180 |
| Personal & Other Expenses | $ | $ |
| Immunizations *(only if applicable)* | $ | $ |
| Visa *(only if not included in the program fee)* | $ | $ |
| Airfare *(only if not included in program fee)* | $ | $ |
| Estimated Meals *(only those not included in program fee)* | $ | $ |
| Books/Materials/Supplies *(only if not included in the program fee)* | $ | $ |
| **Non-Billable Subtotal** | **$** | **$** |
|  | | |
| **Total Costs** | **$** | **$** |

***\*Current VT tuition and fee rates are posted at***[***www.bursar.vt.edu***](http://www.bursar.vt.edu)***.***

**Scholarships and/or Financial Aid**

* If you are a Virginia Tech scholarship recipient, be advised that scholarship funds will not disburse until close to the start of the study abroad program. Therefore, you will most likely have to pay up front costs out of pocket. Depending on your scholarship, it might be awarded in the form of a Tuition Waiver or in the form of Scholarship Funds placed into your Virginia Tech student account.
* If you currently receive Federal Financial Aid in the form of grants, scholarships, and/or loans to help fund your education at Virginia Tech, you may be able to apply your aid to study abroad, depending on your eligibility (to check requirements, navigate to the [Financial Aid page](https://www.globaleducation.vt.edu/Students0/Outbound/Beforedeparture/FinancialMatters/fiancialaid.html) on the Global Education Office website). Your Financial Aid will disburse according to the same pay out schedule as if you were still on campus/close to the start of the study abroad program. Therefore, you will most likely have to pay up front costs out of pocket.

**Program Resignation/Withdrawal**

* Resignation from the program requires a written withdrawal request addressed to program coordinator/leader [Program Leader Name (Email Address)].
* Resignation without cost penalty will only be available until [Date] (see Refund Schedule below). Signature on this form is assent to remit the program fee payment indicated in the Refund Schedule.

**Refunds and Cancellation**

* This program needs a minimum number of participants to be effective. Under-enrolled programs may be canceled.
* If a participant withdraws within 48 hours of being accepted, all payments will be returned. If a participant withdraws or is dropped from the program for any reason on or after the 48-hour deadline, the non-refundable deposit will be forfeited, and the balance of payments will be returned LESS the actual expenses incurred in modifying confirmed arrangements (e.g., hotel reservations that require a deposit or are non-refundable).
* If dropped (or resigned) from the program on or before [Date] (see Refund Schedule below), no program fee charges will be incurred.
* If the program is cancelled by the University or sponsoring department, all payments will be refunded LESS the actual expenses incurred in modifying confirmed arrangements (e.g., hotel reservations that require a deposit or are non-refundable).
* Virginia Tech strongly recommends that students purchase “cancel for any reason” trip protection insurance to safeguard against potential losses resulting from program interruption/cancellation.

**Refund Schedule**

*[Customize a refund schedule based on the sample below. Consider when you need to make payments to vendors/providers and their refund/cancellation policies].*

Program start date: [Date]

|  |  |
| --- | --- |
| Date | Withdrawal/Cancellation Penalty |
| For cancellation within 120 days of program start date | No cancellation fee |
| For cancellation within 90 days of program start date | 50% of the program fees |
| For cancellation within 60 days of program start date | 80% of the program fees |
| For cancellation within 30 days of program start date | 100% of the program fees |

***Departure for all travelers is predicated by border access being granted, passport and visa issuance, and other immigration requirements. These are dynamic entry requirements set by each country, beyond the University's control, and could result in program cancellation. Additionally,*** [***University Policy 1070: Global Travel Policy***](https://policies.vt.edu/assets/1070.pdf) ***does not permit travel if the host country is listed at a*** [***U.S. Department of State***](https://travel.state.gov/content/travel/en/international-travel.html) ***with a Level 3 or 4 advisory and/or a*** [***CDC***](https://wwwnc.cdc.gov/travel/notices) ***Level 3 travel warning.***

***Studying abroad at this time comes with increased financial risk. Virginia Tech makes financial commitments on behalf of the program participants and faculty well in advance of the start of each study abroad program. In the event of cancellation or withdrawal, you are responsible for all program costs incurred on your behalf.***

***The University cannot take financial responsibility to make students financially whole in the event of non-recoverable losses or return students in the event that programs are cancelled after departure.***

Signature indicates awareness of deposit and program fee payment, payment schedules, amounts and resignation policy as described in the Study Abroad Payment Agreement Form.

***I have read, understood, and accept the charges, terms, and policies stated in this document.***