



Program Withdrawal Fee Appeal Process

Below is the procedure for students appealing fees when withdrawing from a study abroad program after the WSU commitment deadline. The following steps must be completed for an appeal to be considered. Appeals must be submitted within two weeks of the date of the initial withdrawal notification. There is no guarantee that an appeal will result in a refund or reduction in cancellation fees.

1. Meet with your Global Learning Advisor to discuss your reasons for withdrawing.
2. Write an appeal letter.
 - a. This should be no longer than one (1) page.
 - b. Letter should be addressed to Dr. Kelly Newlon, Director of Global Learning, Bryan Hall 101B, Pullman, WA 99164-5110
 - c. The body of the letter should include
 - i. Why you committed to the program initially
 - ii. Circumstances for your withdrawal from this program
 - Be as specific as possible, including any events and those dates.
 - d. What you are requesting: Release of your commitment to the program? Refund of specific charges or fees?
 - Be as specific as possible including the exact amounts you are requesting to be refunded.
3. Meet with Dr. Newlon to discuss your reason for withdrawal and appeal.
 - a. To schedule an appointment, call 509-335-6204 or come to Bryan Hall 105 (Pullman campus) and schedule a time with the front desk personnel.
 - i. Do not try to schedule an appointment by emailing, calling, or directly contacting Dr. Newlon.

Send your appeal letter electronically to Dr. Kelly Newlon at kelly.newlon@wsu.edu.





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- 4) After your meeting, Dr. Newlon will discuss your case with the Vice President of International Programs.
- 5) A decision will be made within 1-2 weeks of your meeting with Dr. Newlon.
 - a) You will be notified via your WSU email address.
 - b) If an appeal is granted, any fees you are refunded will be processed as soon as possible.
- 6) The success of your appeal will be dependent upon the availability of the program host or Washington State University to provide a refund based on recoverable funds from the program budget.
- 7) Students who are worried about potentially needing to withdraw from their program after the commitment deadline are encouraged to seek "Cancel for Any Reason" travel insurance (otherwise known as CFAR).

NOTE: Students should also inform their academic advisors that they will not be participating in study abroad.

The WSU Global Learning Department does not have any influence regarding third-party provider/company programs and their respective fees. Students should contact providers/companies directly concerning their withdrawal from the program.



WASHINGTON STATE UNIVERSITY
Global Learning

(509) 335-6204 

ip.globallearning@wsu.edu 

Bryan Hall 105 (Pullman) 

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