



Education Abroad Cancellation Fee Appeal Form

Student name:

WSU Email:

WSU ID:

Program name:

Program fee (total):

Date of notification to Education Abroad of your withdrawal:

Date of appeal form submission (*due within two weeks of your notification of withdrawal*):

My appeal for partial relief of a WSU Education Abroad Program Fee is related to the following extenuating circumstance:

- Medical:** Physical, mental, emotional, etc.
- Immediate Family* Medical Emergency:** unplanned surgery or long-term illness diagnosis.
- Death of an Immediate Family Member***
- Military activation**
- Unanticipated change in financial situation:** Termination of the main source of income, filing of bankruptcy, etc. Financial emergency does not include “did not understand what I was financially accountable for” or “not eligible for financial aid/did not receive a scholarship.”
- Health or safety concerns within the host country:** Applicable if there is an elevation of a country’s rank in the US Department of State Travel Advisory system to Tier 3 or Tier 4 after admission but before departure.
- Other:** Must be a circumstance out of the student’s control, taking place after the student committed to the program, and include documentation.

**Immediate Family Member is defined as: parents, guardians, siblings, children, spouses, registered domestic partners. This does not include grandparents or pets.*

Supporting Documentation (Required):

Provide documentation relevant to your appeal, which may include:

- Letter from an attending physician stating medical advice not to travel
- Documentation of immediate family member illness
- Death Certificate
- Military activation orders with conflicting dates
- Letter of loss of job/primary income

If you cannot provide documentation, attach a thorough written narrative describing your situation to your appeal form.



Requests to consider an appeal to the Education Abroad Cancellation fee may result in a full, partial, or no refund. In many cases, Washington State University is not able to refund costs that have already been paid on your behalf.

Return completed appeals form and documentation with “Education Abroad Cancellation Fee Appeal” in the subject line via ip.edabroad@wsu.edu.

I understand and acknowledge all requirements for a Cancellation Fee Appeal outlined on this form and have been truthful and honest in the information provided.

Signature: _____