

Study Abroad Medical / Compassionate Withdrawal Request Procedures

Students are strongly encouraged to consider purchasing Cancel and Interruption For Any Reason (CFAR/IFAR) insurance as a way to protect their investment from unexpected changes to their plans. A medical/compassionate withdrawal request from a study abroad program may be made in extraordinary cases in which serious illness or injury (medical) or another significant personal situation (compassionate) prevents a student from participating or continuing in their study abroad program. Consideration of a study abroad program medical/compassionate withdrawal is limited to a complete withdrawal from the program. All requests for a medical/compassionate withdrawal from a study abroad program require thorough and credible documentation. An approved medical/compassionate withdrawal from a study abroad program request may result in a refund of the administrative fees paid or due to the Study Abroad Office (SAO). **It does not apply to payments made or due to external program providers.** SAO will advocate on behalf of students withdrawing from programs with the program provider who receive an approved medical/compassionate withdrawal request, but the decision to refund any portion of the fee remains the decision of the program provider. Please note that in all circumstances the \$100 Study Abroad Application Fee paid to SAO is non-refundable.

The study abroad medical/compassionate withdrawal request does not apply to any other tuition or fees billed by UNT. Students withdrawing from all classes after the term has started must also complete the withdrawal process through the Dean of Students Office. Students may request a medical/compassionate withdrawal from non-study abroad program courses in which they are enrolled by following the UNT procedures at <https://studentaffairs.unt.edu/dean-of-students/policies/withdrawals>.

If a medical or personal issue requires a student's withdrawal prior to the commencement of or during the program, the student must notify SAO as soon as possible. SAO will not consider requests for medical/compassionate withdrawal or a refund of administrative fees if the student has not officially withdrawn from the study abroad program in writing prior to the commencement of the study abroad program in which the student is enrolled, unless the onset of the medical or personal issue occurs after the start of the program. The request and all supporting documentation must be submitted within thirty (30) days of program withdrawal.

A student may request and be considered for a **medical withdrawal** from a study abroad program when extraordinary circumstances, such as a serious illness or injury that develops/occurs after the student has committed to the program, prevent the student from participating in their study abroad program. Pre-existing health issues do not qualify for a medical withdrawal; students are expected to consult their healthcare provider prior to committing to a program that they are medically capable of participating in the program. The medical withdrawal policy covers both physical health and mental health difficulties.

A student may request and be considered for a **compassionate withdrawal** from a study abroad program when extraordinary personal reasons not related to the student's personal physical or mental health (for example, care of a seriously ill child or spouse, or a death in the student's immediate family), prevent the student from participating in their study abroad program.

Procedure for Medical/Compassionate Withdrawal Requests

The following procedure applies to students who are unable to participate in their study abroad program for extraordinary medical or other personal reasons.

To request a study abroad program medical/compassionate withdrawal, you must complete a **Request for Documented Medical/Compassionate Withdrawal from a Study Abroad Program** and compile thorough and credible documentation to support the reason for your request. Submit your completed form and support documentation to your Study Abroad advisor via email, or in person at the SAO, or by mail.

Appropriate documentation for a study abroad program **medical withdrawal** consists of a letter from your attending healthcare provider that specifies the following:

- The date of the initial onset of illness,
- The dates you were under professional care,
- The general nature of your medical condition and why/how it will prevent you from participating in your study abroad program (ex.: dates of follow up appointments, procedures, or recovery time that coincide with study abroad program dates), and
- The date that your health care provider determined that you were unable to participate in your study abroad program.

The letter must be typed on the health care provider's letterhead stationery and submitted in a sealed envelope. If you intend to withdraw from the study abroad program but remain enrolled at UNT, your request must be well documented to justify the selective nature of the study abroad program medical withdrawal request.

Appropriate documentation for a **compassionate withdrawal** is dependent upon the nature of your circumstances.

SAO reviews each study abroad program medical/compassionate withdrawal request and determines the appropriateness of the request. SAO either approves or denies the request based on the documentation provided by the student/healthcare provider. Study abroad program medical/compassionate withdrawal requests and supporting documents are retained by SAO in the student's file according to record retention guidelines.

Note: If you are receiving financial aid, you are strongly encouraged to consult with a Student Financial Aid and Scholarships staff member at specialprograms@unt.edu to identify and understand the financial implications of program withdrawal.