

REQUEST FOR REMOVAL FROM A GT STUDY ABROAD PROGRAM

Upon the completion of this form, please submit it to the Office of International Education
631 Cherry Street, Savant 211, Atlanta, GA 30332-0284; fax: 404-894-9682

Full Name:

GT ID:

Program Name:

Semester and Year of Study Abroad: (*i.e. Fall 2009...*)

Will you be taking classes on campus in place of studying abroad? (circle one) YES NO

If YES, how many credit hours will you take?:

If you are already registered, it is YOUR responsibility to *withdraw* from your semester or summer study abroad courses. This will **NOT** be done for you by the Office of International Education (OIE).

*** Reason for Cancellation (*must be completed*):**

I hereby cancel my participation in the above Georgia Tech overseas program and request that I be removed from said program. I understand and agree that my deposit (if applicable) is non-refundable, as stated in the program materials. I understand that I may be responsible for program fees already paid or anticipated. I also understand that I may be assessed a cancellation fee by my program and/or by the OIE.

Note: Exchange program applicants will be assessed a \$1000 cancellation fee. This fee will be due immediately upon cancellation and is payable via the student's GT Bursar account (OSCAR).

Signature:

Date:

FOR OIE USE ONLY:

Please submit this form to the OIE. OIE will notify the following offices of this cancellation:

- Financial Aid (if applicable)
- Registrar
- Program Director/Coordinator or Host Institution
- OIE Scholarship Coordinator
- OIE Accountant
- CISI

