

## Study Abroad Program - Student - Statement of Commitment

I, \_\_\_\_\_, \_\_\_\_\_, accept the conditions of the WU program:  
(Print First name and Last name) (Washburn Identification Number)

**Program Title:** \_\_\_\_\_ **Country:** \_\_\_\_\_

**Dates of Program:** \_\_\_\_\_, as well as financial responsibilities as outlined in the program materials.  
(mm/dd/year – mm/dd/year)

In the event of illness or other unexpected catastrophic events which may lead a student/participant to forego the program or to terminate that study prematurely, WU will not be required to provide a refund or any of the monies paid for the program. However, it may do so if WU determines that the circumstances merit a refund.

I understand that, while every precaution will be taken by WU, it cannot be held legally liable for any mishaps which may occur. In particular, I recognize that there are risks associated with air, rail, and automobile travel (whether public or private). I understand that by signing this commitment form I acknowledge and accept responsibility for the timely payment of all charges for which I am billed in connection with this program. I further acknowledge that my failure to pay these charges in full on a timely basis will incur penalties that may include, but are not limited to, holds on my student account, late fees and collection charges including attorney fees. **All participants must pay the Total Billable Travel Cost in full one month prior to the program departure date.**

I promise to pay to Washburn University, 1700 SW College Avenue, Topeka KS 66621, the full or partial amount of the funds provided to me to study abroad, plus reasonable attorney's fees and other costs and charges necessary for the collection of this note, in the event I shall have failed to participate in or complete all the requirements of program of study abroad for which the funds were provided.

\$ _____	Total Billable Travel Portion of Program Cost per Student/Participant (Does <u>not</u> include Tuition or Application fees).
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**Date:** \_\_\_\_\_ **Amount Due** \_\_\_\_\_ **(down payment, non-refundable)**

**Date:** \_\_\_\_\_ **Amount Due:** \_\_\_\_\_ **(remaining balance, due one month prior to departure)**

This promissory note shall be governed by and construed in accordance with the laws of the state of Kansas.

Name of Student (Print) \_\_\_\_\_

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

**Return the completed form to the Study Abroad Office – Plass 217**

## General Information and Frequently Asked Questions

The payment process for Washburn Faculty-led programs is processed through the WU Business Office. For all programs, a non-refundable down payment is due on the date indicated on the Statement of Commitment. The total amount due is billed to the student account when the Statement of Commitment is filed with the Business Office. Participants are responsible for all finance charges that accrue until the balance is paid in full, and students are encouraged to discuss setting up a payment plan with the WU Business Office to avoid any late fees. *All participants must pay the Total Billable Travel Cost in full, one month prior to the program departure date.*

### What is included in the Total Billable Fee?

Program fees vary. Items generally included in the Total Billable Cost are round trip airfare, in-country transportation, program administrative fee, accommodations, and excursions. Items generally not included in the program fee are WU tuition, Study Abroad Application Fee, Passport, Visa, meals, and personal expenses. Refer to the budget sheet on the program brochure page located on the [WU Study Abroad](#) website for a breakdown of program fees. Consult the program faculty leader for specific questions regarding the fee.

### How is the Study Abroad Application Fee billed?

The Study Abroad Application Fee is posted to the WU account when you begin an online program application through [WU Study Abroad](#). It is non-refundable.

### How is the WU Tuition fee billed?

WU tuition is billed according to the standard WU process. Refer to the [WU Tuition Payment Deadlines](#) for more information.

### How do my study abroad expenses work with my financial aid?

Financial aid awards are processed at the beginning of each semester. If there is excess financial aid remaining after tuition, housing, and other fees on your student account are paid, then it will automatically be applied towards any study abroad fees on your account. If you want excess financial aid to be refunded to you directly instead of applying to study abroad fees, you must make a special request to the Business Office to discuss the possibility.

### How will my study abroad/IE-WTE scholarship be applied to my expenses?

The Study Abroad Office notifies the Financial Aid Office of scholarship awards, and they are applied to your student account at that time. Given the differing timelines for posting of study abroad expenses and awarding of scholarships, there may be several months between these events. In order to facilitate timely posting of scholarship awards, and to assist with your financial planning, students are encouraged to apply for scholarships by the priority deadline provided.

### Where do I make payments?

[The Washburn University Business Office](#) processes payments. Payments can be made at the Cashier Window located on the first floor of Morgan Hall. Payments can also be made online via your WU-View account utilizing the Payment Portal, Pay Now tile.

### What methods of payment are accepted?

For payments made at the Cashier window, cash, check or debit card may be utilized. For payments made online, electronic checks, debit cards, or credit cards are accepted. Please note that the use of a credit card will include a service fee. Additional information regarding payments can be found on the Business Office website.

### Does my bill have to be paid in full prior to departure?

Faculty-led Program fees must be paid in full prior to departure. Please note that students who owe more than \$2500, inclusive of study abroad program charges, will not be able to enroll in a future term until the balance is below that threshold.