

Study Abroad Program - Community Traveler - Statement of Commitment

WU Study Abroad program fees and payments are processed through the Washburn Business Office. Non-WU Students/Community Travelers, and WU Faculty and Staff participating in a WU study abroad program complete this form.

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.

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 account, late fees and collection charges including attorney fees, and withdrawal from the program. Non-WU Students/Community Travelers, and WU Faculty and Staff, participating in a Washburn University study abroad program must pay 50% of the Total Billable Travel Cost within 5 calendar days of submission of this Statement of Commitment. The remaining 50% of the Total Billable Travel Cost must be paid within 60 calendar days of submission of this Statement of Commitment.

\$ _____

Total Billable Travel Portion of Program Cost per Student/Participant (Does not include Tuition or Application fees).

Date: _____ **Amount Due** _____ **(50% non-refundable down payment, due 5 days after submission)**

Date: _____ **Amount Due:** _____ **(remaining balance, due 60 days after submission)**

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

Name of Participant (Print) _____

Signature of Participant _____ Date _____

If you do not have a Washburn Identification Number (WIN), please provide the following information. This information will be used to create a WIN and a WU account in the Business Office to facilitate program payments.

Date of Birth: _____ Email _____

Address: _____

City _____ State _____ Zip _____

Return the completed form to the Study Abroad Office

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 WU account when the Statement of Commitment is filed with the Business Office.

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 participants apply. The application fee is non-refundable.

How do Non-WU students/Community Travelers participants make payments?

In order to process payments, participants must have a Washburn Identification Number (WIN) and a Washburn account. Participants who do not have a WIN, will provide their date of birth, address and email on the Statement of Commitment. The Business Office will provide a WIN and create an account to facilitate program payments.

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?

Yes, study abroad program fees must be paid in full prior to departure.