

Cancellation Fee Appeal

If you cancel your participation after the date of your acceptance notification, you become subject to the Office of International Affairs [cancellation policy](#). Students sign an acknowledgment at the time of acceptance assenting to this policy. The policy applies to all cancellations, regardless of reason.

Appeals are accepted for extenuating circumstances and require completion of this form by the student, submission via the student's university email account and provision of supporting documentation. The Global Education Appellate Review Committee reviews all materials and their decisions are final. The committee reserves the right to approve or deny any submitted appeal based on circumstance and documentation.

Name of student: _____

Student ID number: _____

Global Education Program from which student withdrew: _____

Country of program: _____ Semester of program withdrawal: _____

Extenuating Circumstances Pertaining to Withdrawal

- **Medical:** Can be physical, mental, emotional, etc.
- **Illness/Death in the immediate family:** Family medical emergency (surgery, long-term illness diagnosis). Death of an immediate family member—parents, guardians, siblings, children, spouses, registered domestic partners—does not include grandparents.
- **Military activation**
- **Unanticipated change in financial situation:** Termination of 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 with host country:** Applicable if there is an elevation of a country's rank in Ohio State's tier system to Tier 3 or Tier 4 after admission but before departure.
- **Other:** Must be a circumstance out of the student's control with documentation.

Supporting Documentation

Documentation is required for all withdrawal requests. This may include, but is not limited to, a letter from an attending physician stating medical advice to not travel, documentation of immediate family member illness, death certificate, military activation orders including conflicting dates, letter of loss of job/primary income. If you are unable to provide this documentation, please write and attach a thorough narrative describing your situation alongside submission of this form.

- I understand and acknowledge that adequate official documentation is required to support my cancellation fee appeal and I will provide it at time of submission.

Return completed appeals form and documentation with “Global Education Cancellation Fee Appeal” in the subject line via Ohio State student email account to OIA-GlobalEducation@osu.edu.