

**Due Dates, Cancellation and Refund Policy**  
**International Business and Trade Law Program in Cracow, Poland**  
**June 15 to July 17, 2019**

**Application due date: Sunday, March 17, 2019** or until Program reaches capacity. Non-refundable application fee of \$100 must be received to complete the application.

**Deposit due date: Sunday, March 31, 2019** - Deposit of \$500 confirms place in the program; the deposit will be applied to Program Fee, which includes mandatory medical and evacuation insurance, planned tours and field trips, and receptions.

**Housing Form due date: Sunday, March 31, 2019** - Students have the option of registering for Catholic University-arranged housing or securing their own accommodations. Students must submit a signed room reservation form to request or decline Catholic University-arranged accommodations at the Bratniak Dormitory. The form must be submitted to Ms. Constantia Dedoulis at [dedoulis@law.edu](mailto:dedoulis@law.edu). Catholic University Enrollment Services will bill students for Catholic University-arranged housing via Cardinal Station. The housing fee will appear in the Summer 2019 term billing statement.

**Written Notification of Withdrawal** - Participants who wish to cancel their intent to participate in a program must provide official written notification by email. The reasons for withdrawal from the program must be stated and supporting documentation must be provided. Participants themselves are responsible for this notification. Notification must come from the student's official Catholic University email account or an alternate email address on file with CUAbroad and at the time of application. No verbal statements of withdrawal will be accepted, as official.

Written email notification must be submitted to the administrator of the Catholic University Law Summer Abroad Programs - Ms. Constantia Dedoulis at [dedoulis@law.edu](mailto:dedoulis@law.edu). Withdrawal becomes effective on the date the notification has been received.

**Cancellation** - If Catholic University must cancel the Program due to unforeseen circumstances, students will receive a full refund of all tuition and fees paid, including the application fee. Students will receive prompt notification of such a cancellation via e-mail and a written letter.

**Refund Policy**

Cancellation Period	Cancellation Fee Amount Due
	Application fee of \$100 is non-refundable.
<b>On or before April 15, 2019</b>	100% of tuition and deposit paid will be refunded to student.
<b>Between April 16 and May 15, 2019</b>	100% of tuition will be refunded to the student. Deposit will not be refunded.
<b>On or before May 15, 2019</b>	A student who has signed a room reservation for Catholic University-arranged housing may receive a 100% refund.
<b>Between May 16 to 31, 2019</b>	A student who has signed a room reservation for Catholic University-arranged housing will be responsible for 50% of the housing bill.
<b>As of June 1, 2019</b>	A student who has signed a room reservation for Catholic University-arranged housing will be responsible for housing in full (100%), and they will not be entitled to a refund.

**Non-Catholic University Expenses** - Note that *in all circumstances*, airfare and student arranged housing is the sole responsibility of participants, and students must work with ticket issuer and/or housing provider to negotiate any possible refund.

**Cracow Tuition** - Due to the short-term of the international summer program, students are strongly discouraged from modifying their course schedule once the Program begins. However, with the approval of Program Director Professor Ludwikowski, students may add/drop classes within 48 hours of the first day of the course. Students are required to use Cardinal Station to Add/Drop course(s).