BERLIN SCHOOL FOR THE CONTEMPORARY ARTS 2020 FIELD SCHOOL
PROGRAM FEE REFUND POLICY

PROGRAM FEE

1) Students are required to pay the field school Program Fee to their student accounts in accordance with regular SFU payment deadlines. Refunds of tuition or other academic or ancillary fees are subject to regular SFU refund policies.

TUITION AND OTHER FEES

2) Refunds of tuition or other academic or ancillary fees are subject to regular SFU refund policies. Tuition and student fees are not included in the Program Fee. Please see the Berlin School for the Contemporary Arts 2020 Field School Program Website for more information.

PRIOR TO DEPARTURE

3) **Up to 4 business days after a student has received an offer of acceptance**, a student will not be responsible for the Program Fee if they formally decline the offer to participate in the field school by completing the online form that SFU provides, by the stated deadline. For an offer date of **February 28, 2020**, a student would have until **March 4, 2020 at 3:00 pm** Pacific Standard Time (the “Opt-Out Date”) to decline the offer of acceptance without incurring the responsibility for the Program Fee.

4) **After the 4th business day following an offer of acceptance and in the period prior to departure**, students will be deemed to be a confirmed participant in the field school and will be fully responsible for the Program Fee associated with the total number of confirmed participants. The Program Fee will be confirmed and posted to students’ financial accounts at a later date prior to departure.

REQUESTING A REFUND FOLLOWING THE OPT-OUT DATE BUT PRIOR TO DEPARTURE

5) Students who withdraw from the field school following the Opt-Out Date but prior to departure will be responsible for the Program Fee up to a maximum of $4,060, though this amount may be less and is dependent on the final number of confirmed participants.

6) **Following the Opt-Out Date but prior to departure**, a student may request a partial refund of the Program Fee if the student is not able to participate in the field school. The student will only be refunded the portion of the Program Fee that SFU has not already disbursed, paid, or committed to (e.g. from those funds that may have already been paid to hotels, travel agents, carriers, and other participating businesses, or are allocated to pay fixed group costs), and will be responsible for any cancellation fees associated with them cancelling their participation. SFU will also retain $250 to cover program contingency and administrative costs.

7) Generally, SFU will endeavor to confirm and issue the refund amount prior to the group’s departure. SFU reserves the right to confirm the refund amount until a month or more following the program’s end date, after the final program reconciliation.
REQUESTING A REFUND AFTER DEPARTURE

8) Ordinarily, no refunds are provided to students who withdraw from the field school after departure. However, a student may request a partial refund of the Program Fee if withdrawing from the field school. SFU reserves the right to grant partial refunds at the discretion of SFU and International Services for Students. If a student is granted a partial refund after departure, the student will only be refunded the portion of the Program Fee that SFU has not already disbursed, paid, or committed to (e.g. from those funds that may have already been paid to hotels, travel agents, carriers, and other participating businesses, or are allocated to pay fixed group costs), and will be responsible for any cancellation fees associated with them cancelling their participation. SFU will also retain $250 to cover program contingency and administrative costs. SFU will normally confirm and issue the refund amount in one or more months following the program’s end date.

PARTIAL REFUND IN THE EVENT OF A BUDGET SURPLUS OR CANCELLATION OF FIELD SCHOOL

9) International Services for Students operates a cost recovery model for every field school program. Most programs will run on budget but final program costs after the program’s end may be reconciled as less than the initial confirmed Program Fees. This may be due to fluctuating exchange rates or a change in costs or planned activities while in field. In the event that the program is reconciled at a cost lower than the confirmed Program Fees and there is a surplus that is over and above $100 per student, the remaining surplus will be refunded to program participants. SFU will normally confirm and issue the refund amount in one or more months following the program’s end date.

10) Should SFU cancel or curtail the field school for safety or security issues, as described in section 11 Termination of Field School of the Field School Student Acknowledgment Form, SFU will attempt to issue a partial refund of the Program Fee, for the portion thereof that SFU has not already disbursed, paid, or committed to, less any cancellation fees associated with SFU canceling or curtailing the field school. SFU will also retain $250 to cover program contingency and administrative costs. SFU will normally confirm and issue the refund amount in one or more months following the date of cancellation of the field school or program’s updated end date, as applicable.

NO REFUND FOLLOWING REMOVAL

11) Students who are removed from the field school by SFU for failure to complete the mandatory Field School 101 program or other reasons (as defined in section 8. Behavioural Expectations and section 9. Removal from Field School of the Field School Student Acknowledgment Form) are not entitled to a refund of any portion of the Program Fee.
I confirm that I have read and understood this Field School Program Fee Refund Policy and accept its terms.

_________________________________
Print Name (full name, as per passport)

_________________________________
SFU Student Number

_________________________________
Student Signature (must be hand-written)

_________________________________
Date

If you are younger than nineteen years of age at the time of signing, your parent or guardian must also sign below.

As the parent and/or legal guardian of ______________________ (name of participant), I confirm that I have read and understood this Refund Policy and that I accept its terms.

_________________________________
Parent/Guardian Signature

Date: ________________________

Protection of Privacy Collection Notice: The information on this form is collected under the authority of the University Act (R.S.B.C. 1996, c.468, s. 27(4)(a)). It is related directly to and needed by the University to administer and operate the Field School Program. The information will be used to obtain and record a Field School student’s acknowledgement of applicable provisions including consent to disclose personal information. If you have any questions about the collection, use and disclosure of this information please contact the Director, International Services for Students, MBC 1200, SFU, 8888 University Drive, Burnaby, BC V5A 1S6, 778-782-4232.