



Finance Policy for the Center for Global Education

Approving University Official(s): Office of the University Provost

Responsible Office: Center for Global Education

Effective Date: July 1, 2016

Next review date: July 1, 2028

I. Policy Statement

The Center for Global Education maintains procedures that govern its financial practices, ensuring that they are fairly and consistently implemented.

II. Purpose

The Center for Global Education's finance policies ensure that program costs, financial policies, and financial aid and scholarship sources are accessible to students and support student learning across all Global Education programs.

III. Audience

Students participating in programs administered by the Center for Global Education.

IV. Procedures

A. COST

All program costs are reviewed on an annual basis and are updated regularly.

shortTRECs

The cost of Drew's shortTRECs vary by program, as well as what is included in the program cost. Most program costs include tuition, housing, and educational and cultural activities. Airfare and meals may or may not be included, depending on program location. Please see the individual program descriptions for details.

longTRECs

When participating in Drew's **London Semester longTREC**, a student will pay on-campus Drew tuition. In addition, students will be charged a **London Semester Living Fee**, which covers the cost of a furnished flat in central London; a Travelcard for local transportation for the entire

semester; cultural programs and field trips; and access to local health services. International transportation, meals, books, and incidental expenses are not included.

When participating in a **Global Partner Program longTREC**, students will pay Drew tuition and fees directly to Drew. Students will pay all non-institutional charges (e.g. room and/or board, health insurance, excursion costs, etc.) directly to the program provider. Students will pay a **Study Abroad Fee** for all Global Partner Program longTRECs and a **Supplemental Study Abroad Fee** for some Global Partner Program longTRECs. Students should discuss the full anticipated cost of attendance with their Financial Aid advisor and CGE advisor.

Students receiving a Tuition Exchange award as a result of a parent's position at a member college or university, and students who are dependents of Drew employees who are receiving a Drew Tuition Assistance award to attend Drew, may only use these awards for Drew's London Semester longTREC and nycTRECs during the academic year. Tuition Exchange and Tuition Assistance students who wish to study abroad in a semester-long Drew Global Partner Program will be awarded a grant that equals the difference (if there is one) between the cost of the program and Drew's tuition and fees for the semester.

nycTRECs

Each nycTREC has an associated program fee, which is posted each semester in the Course Schedule. Students receive a grant to subsidize the expense of the program activities and round-trip transportation to New York City from Madison.

B. PROGRAM DEPOSITS

Depending on the program, a student may be required to pay a **non-refundable** \$500 deposit. The deposit is due on a specified date, which will be no later than two weeks from the date of acceptance into the program. The deposit will be applied toward the total program fee. A student's place in the program will be held as soon as the non-refundable program deposit is paid. If the deposit has not been paid by the stated deadline, the student risks forfeiting their place in the program. In some cases, decisions about whether programs will run are dependent on the number of students who have deposited; students are encouraged to make deposits as soon as a final participation decision has been made.

- shortTREC: \$500 deposit is required. This deposit is **non-refundable**.
- London Semester longTREC: \$500 deposit is required. This deposit is **non-refundable**.
- Global Partner Program longTREC: If a deposit is required by the partner program, the student will pay the deposit directly to the program provider.
- nycTREC: No deposit is required.

C. FINANCIAL AID

For shortTRECs: Students who are matriculated at time of participation in a shortTREC are eligible to apply for a Center for Global Education Scholarship to help defray the cost of the program. Students who will have graduated by the start date of the program as well as INTO Pathway, Caspersen School of Graduate Studies, Theological School, and non-degree seeking students are not eligible for any scholarship aid. Scholarships may cover up to 20% of the shortTREC program fee. Students may apply for these scholarships at the time of application to the shortTREC and are not guaranteed. Recipients of these scholarships will be notified shortly after acceptance to the program and prior to the non-refundable deposit deadline.

Eligible students who are enrolled in six (6) or more credits total during the summer term can apply for financial aid. Students should schedule a meeting with their Financial Aid Counselor to discuss.

For longTRECs: Students with financial need will continue to be eligible for financial aid while studying on a longTREC program (London Semester longTREC or a Global Partner Program longTREC). This includes federal and state grants, federal and private loans, and Drew merit scholarships and need-based grants. It does not include work study. In general, eligibility for financial aid is based on Drew tuition, and cost of housing and meals for the program in which a student is participating and an allowance for books, travel and personal expenses.

Drew Merit Scholarships can be used up to their full semester value for the longTREC London Semester. Similarly, Merit Scholarships that are a part of a need-based financial aid package may be used to their full semester value for a Global Partner Program longTREC.

However, if a merit scholarship exceeds a student's financial need and a student enrolls in a Global Partner Program longTREC, the value of the merit scholarship will be the greater of half of the original semester award or the difference between tuition at Drew and the cost of the Global Partner Program.

Please note that students may only use Merit Scholarships or Drew need-based grants for one semester on any longTREC program (London Semester or Global Partner Program). Students may choose to study abroad on a longTREC for a second semester, but Merit Scholarships or Drew need-based grants will not be available for a second semester abroad.

If a student currently receives financial assistance from Drew, the student must reapply for financial aid each year; participation in a TREC does not change this requirement. Applications should be submitted to Drew's Office of Financial Assistance according to the usual regulations and deadlines.

If a student receives outside scholarships, their financial aid is subject to adjustment. Aid cannot exceed the cost of attendance of a longTREC program.

Students may need to pay costs of attending their longTREC program prior to the start of the program even if they will receive funds to cover the cost of attendance. If students are eligible for a refund from their financial aid package to cover costs, such funds will be distributed following the Drew drop-add period. Reimbursement may take up to 25-30 days ***after*** the start of the term due to the 2 week drop/add period.

For nycTRECs: All financial aid to which a student is normally entitled may be applied to the semester in which a student participates in nycTRECs. Participation in nycTREC does not affect a student's financial aid.

D. COURSE REGISTRATION

In order to participate in a shortTREC, students must be registered for the appropriate course. CGE will send a list of students who have deposited for January and spring break shortTRECs to the Registrar's Office by December 1, and May 1 for students who have deposited for a summer shortTREC.

In order to be registered, a student's account must be clear with the Office of Student Accounts. Students must think carefully before paying the \$500 **non-refundable deposit** to hold their place in a shortTREC, especially if there is an outstanding balance on the student's account. If a student's account is not clear by December 1 for January or spring programs or May 1 for summer programs, a student will forfeit their deposit, be withdrawn from the program, and be subject to the refund policy stated below.

E. PAYMENT METHODS

All deposit payments must be submitted to the Center for Global Education.

Deposit payments can be made electronically or by check, payable to "Drew University." If paid by check, the check should be delivered to the Center for Global Education in person. A link for electronic deposit payment is provided by the Center for Global Education.

The balance due must be paid to the Drew Student Accounts Office no later than two weeks **prior** to the start of the program. Payment Options can be found on the [Student Accounts Webpage](#).

F. PROGRAM FEE/FINAL PAYMENT

The program fee is charged to the Drew student account when the student is registered for the associated course(s) for the program. If the student is taking part in a shortTREC, the full program fee is due no later than two weeks before the start date of the program.

Additional Procedures, when applicable:

Refund Policies:

Students enrolled in a shortTREC or London Semester longTREC are automatically covered under Drew's International Travel insurance policy with Educational & Institutional Insurance Administrators, Inc. (EIIA). EIIA's International Travel Insurance Program allows students to receive a refund for any of the covered reasons described in their trip cancellation or trip interruption coverage. It is the student's responsibility to read and understand the terms of this coverage and what it does and does not include and evaluate whether the coverage meets their individual needs. Students should discuss with their parents or guardians whether they wish to purchase additional trip interruption/cancellation coverage at their own expense from an independent travel insurance provider.

Students enrolled in a Global Partner Program longTREC are not covered by Drew's EIIA International Travel Insurance Policy.

Program Changes: Students who withdraw from a program may not apply their non-refundable deposit to another program.

Program Cancellation: CGE reserves the right to cancel or suspend a program as deemed necessary. In such a case, accepted applicants are given a full refund of all fees paid.

Change In Program Structure: CGE makes every effort to ensure that programs operate as described in the published material. However, circumstances occasionally dictate that changes are necessary or advisable. Such circumstances may include but are not limited to staffing, excursions, immersion activities, academic options and/or housing options. CGE cannot guarantee any course selections made by students. Course availability may be changed by the partner program and/or CGE at any time. No refund or reduction of fees will be made as long as the altered arrangements are similar to the original arrangements as deemed by CGE. Determination of similarity will be made at CGE's sole discretion.

Withdrawal:

Students who wish to withdraw from a nycTREC are subject to [Drew's Institutional Refund Policies](#) as they relate to tuition charges.

Students who wish to withdraw from the London Semester longTREC are subject to [Drew's Institutional Refund Policies](#) as they relate to tuition charges. Students who choose to withdraw from the London Semester longTREC Internship course within 90 days of the program start date may be liable for the full cost of the internship fee.

Students who wish to withdraw from a Global Partner Program longTREC are subject to [Drew's Institutional Refund Policies](#) *less any unrecoverable Global Partner Program fees.*

Students who wish to withdraw from a shortTREC before the program start date must notify the Center for Global Education via e-mail and may be liable for unrecoverable costs.

If a student withdraws themselves from a shortTREC on or after December 1 (for January or spring break shortTRECs) or May 1 (for summer shortTRECs), for any reason, or is withdrawn due to failure to fulfill all post-decision requirements, or is withdrawn due to academic or disciplinary status ineligibility, the student is responsible for paying 100% of the program fee.

If a student withdraws from the shortTREC after paying the non-refundable deposit and before December 1 (for January or spring break shortTRECs) or May 1 (for summer shortTRECs), the CGE will do its best to recover fees that have already been incurred, but the student is ultimately responsible for any unrecoverable costs charged to the university for late withdrawal.

Unrecoverable costs may include, but are not limited to, transportation, excursions, and accommodations. If a student received a scholarship for the shortTREC, the credit will be removed from the student's account and the student is responsible for paying 100% of the program fee.

V. Consequences of Violating this Policy

Non-compliance with the procedures outlined in this policy may result in the loss of fees, expenses and/or refunds in accordance with Drew's Institutional Refund policies.

VI. Contacts

The following administrator/office can address any questions regarding this Policy: Director of the Center for Global Education, phone: (973) 408-3438.

VII. History

Policy enactment date: July 1, 2016.

Policy updated December 2024.