



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, 2024

I. Policy Statement

The Center for Global Education maintains well-defined and clearly articulated procedures that govern its financial practices, ensures that they are fairly and consistently implemented and conducts regular reviews to assess their effectiveness.

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

shortTRECs

The cost of Drew's shortTREC's vary by program. What is included in that program cost will vary by program, too. 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

Drew students participating in a longTREC will be charged Drew tuition plus the cost of housing and meals of their chosen program.

When participating in Drew's **longTREC London Semester**, you will pay on-campus Drew tuition. In addition, there is a program 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 longTREC with one of Drew's Global Partners, you will pay Drew tuition to Drew. You will pay all non-tuition charges (e.g. room and/or board, health insurance, local transportation fees, etc.) directly to the program provider.

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 use these awards for on-campus study only (exception- Drew's semester in London and NYC semesters during the academic year). Tuition Exchange and Tuition Assistance students who wish to study abroad in a semester-long Drew 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.

B. PROGRAM DEPOSITS

Depending on the program, you may be required to pay a non-refundable \$500 deposit. The deposit is due no later than two weeks from the date of acceptance into the program. The deposit will be applied toward the total program fee. Your place in the program will be held as soon as your non-refundable program deposit is paid. If you have not paid the deposit by the stated deadline, you risk forfeiting your place in the program.

- shortTREC: \$500 deposit is required. This deposit is **non-refundable**.
- longTREC London Semester: \$500 deposit is required. This deposit is **non-refundable**.
- longTREC partner programs: 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 for scholarships to help defray the cost of the program. Graduated seniors, Pathway students and non-degree seeking students are not eligible for scholarships. On average, scholarships cover 25 percent of the program cost. Students apply for these scholarships at the time of application to the shortTREC. Recipients of these scholarships will be notified shortly after acceptance to the program.

For longTRECs: Students will continue to be eligible for financial aid while studying on a longTREC, whether the Drew London Semester or a longTREC Global Partner Program. This includes federal and state 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, cost of housing and meals for the program in which you are participating and an allowance for books, travel and personal expenses.

Drew merit scholarships can be used up to their full semester value for the 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 longTREC Global Partner Program. However, if your merit scholarship exceeds your financial need and you enroll in a longTREC Global Partner Program, 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.

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

If you receive outside scholarships, your financial aid is subject to adjustment. Aid cannot exceed the cost of attendance of a longTREC program.

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, you must be registered for the appropriate course. For January and spring break shortTRECs, you must be registered no later than December 1. For summer shortTRECs, you must be registered no later than May 1. If you are not registered by these dates, you will be withdrawn from the program and will forfeit your \$500 deposit.

In order to register, your account must be clear with the Office of Student Accounts. Please think carefully before paying your \$500 deposit to hold your place in a shortTREC, especially if you have an outstanding balance on your student account. If you are not able to register for the shortTREC by the registration deadline, you will forfeit your deposit and be withdrawn from the program.

E. PAYMENT METHODS

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

Deposit payments can be made electronically through Nelnet or by check to "Drew University." If paid by check, the check should be delivered to the Center for Global Education in person. A link for payment is provided by the Center for Global Education. The balance due must be paid to the Drew Student Accounts Office (by check or credit card), or in the Student Account Center on TreeHouse prior to the start of the program.

F. PROGRAM FEE/FINAL PAYMENT

The program fee is charged to the Drew student account when the student has registered for the associated course(s) for the program. If you are 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 who wish to withdraw from a nycTREC or longTREC London Semester are subject to Drew's Institutional Refund Policies as they relate to tuition charges.

Students who wish to withdraw from a longTREC partner program are subject to Drew's Institutional Refund Policies less any unrecoverable program partner fees.

Students enrolled in a shortTREC or longTREC London Semester are automatically covered under Drew's insurance policy with Educational & Institutional Insurance Administrators, Inc. (EIIA). EIIA's International 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 whether they wish to purchase additional trip interruption/cancelation coverage at their own expense from an independent travel insurance provider.

- **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 or longTREC are subject to Drew's Institutional Refund Policies. Students who wish to withdraw from a shortTREC before the program start date must notify the Center for Global Education via e-mail.

If a student withdraws from a shortTREC on or after December 1 (for January or spring break shortTRECs) or May 1 (for summer shortTRECs), for any reason, 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.