



Community Colleges for International Development, Inc.

CCID Troika Study Abroad Program CANCELLATION POLICY

CCID Troika Program (henceforth the “Program”) **participant must inform the CCID Executive Office** (henceforth the “CCID”), located at 6301 Kirkwood Blvd. SW, Cedar Rapids, IA 52404, **IN WRITING** if they choose to cancel their participation in the program, and accept that the effective date of cancellation is the postmark date on the envelope if the notification is sent via mail, or else it is a date when email is received by the designated CCID staff.

Any written notification needs to contain the following: Current date, Participant’s FULL NAME, COLLEGE, Program Name, Program Dates and a reason for Cancellation.

Every effort will be made to accommodate substitutions for students who withdraw – however, depending on the time of cancellation, CCID cannot guarantee the airline will allow a passenger name change as we must adhere to the cancellation policy and name change schedules posted by the airline carrier with whom the air tickets are reserved/ booked/ purchased for the Program. It is to be noted that if a cancellation occurs within certain deadline where airline penalties apply, such penalties may affect the amount of student’s program fee refund.

Applicants must understand that in order to ensure proper program planning and execution, CCID is required to make various advance deposits and payments to reserve airline tickets, accommodations, in-country travel, etc.

Applicants must accept that withdrawal from the Program, or failure to pay any outstanding balance on their program fees by deadlines provided on the CCID Troika Program Application, CCID Troika website and other supplemental materials (marketing flyers, correspondence from CCID, etc.), will be subject to the following refund and penalty schedule and conditions:

Cancellation Notice to CCID	Refund and/or penalty amount
60 or more days prior to program departure date	Full refund less \$200 student non-refundable deposit, and any applicable airline reservation fees and in-country deposits.
59 to 45 days prior to program departure date	Full refund less \$200 non-refundable deposit plus \$350, and any applicable airline reservation fees and in-country deposits.
44 to 31 days prior to program departure date	Full refund less \$200 non-refundable deposit plus \$500, and any applicable airline reservation fees and in-country payments.
30 and fewer days prior to program departure date	Program participant owes the full program fee for the entire trip.

Should the Cancellation notice be received AFTER CCID paid their vendor(s) for the program, and BEFORE student paid their full program fee, the student understands that unless this fee can be recovered by CCID, he or she is responsible for such payment and will be duly billed for it by CCID.

Based on the amount of scholarship that was applied towards student's program fee by their respective college, the final amount refunded will be calculated after the scholarship has been deducted from the total program fee.

Additional cancellation charges may apply depending on the cancellation penalties imposed on CCID by Program-associated vendors and suppliers. Once the Program resumes, no refunds will be made for any unused services, voluntary modifications, no shows or trip interruptions (unless specified below).

Exclusions to the above refund and penalty schedule:

Students and faculty enrolled in any CCID Troika Program accept that CCID reserves the right, at any time and without liability or cost therefore, to cancel the program. If the Program is cancelled by CCID prior to Program departure date, participants enrolled in the Program at the time such a decision is made will receive a full refund, less any penalties and cancellation charges assessed by air carriers and in-country vendors and suppliers. If the Program while conducted in the host country is cancelled by CCID* upon recommendation by various sources, no refunds to participants should be expected. However, refunds will be aggressively negotiated on behalf of the Program participants. Participants, who withdraw voluntarily prior to any decision to cancel the Program by CCID, are subject to the cancellation and refund policy above.

Also, student who contracted or suffers from serious or life-threatening disease, or who sustains life-threatening injury in the period of time prior to the Program departure date, and which disease or injury precludes the student from fully physically or mentally participating in the Program, is required to supply relevant medical documentation proving the reason why such attendance is not possible to the extent expected by the Program guidelines. Such medical documentation must be delivered to the CCID Executive Office (President or Program Manager) at the address above, after initial delivery of information by student/ student's closest relatives/ student's emergency contact as specified in the student's program application, via telephone or email as soon as such condition has been determined, but within 5 days at the latest.

*Circumstances which will be considered by CCID as reasons to suspend or cancel the Program prior to, and while it is being conducted in the host country, are the following:

- Declaration of war by the United States against the host country or an adjacent neighbor;
- Declaration of war by a third country against the host country;
- Significant terrorist activity in the program city, region or country;
- Inability of the Lead Instructor or in-country partner to organize and carry out an academic program;
- Widespread disruption of public utilities or services in the host country;
- Widespread civil unrest, violence and/or rioting in the program city, region or country;
- A declaration of martial law in the host city, region or country;
- Strong recommendation to cancel the Program made by the in-country partner;
- Travel warning and/or specific directive by the U.S Department of State and/or U.S. Embassy/ U.S. Consulate located in the host country.