



DECISION FORM

Office of Study Abroad – 109 International Center – East Lansing, MI 48824-1035

Complete one of the following steps **within two weeks of the date of your acceptance letter** (NOT the date you receive this letter). If the Office of Study Abroad has not received these forms within two weeks, it will be assumed you are no longer interested and you will be dropped from the program. The \$100 application fee will remain on your account.

1. If you wish to **accept admission**, complete and return this form along with the *Statement of Responsibility* and the *Student Health/Emergency Treatment Authorization* to the Office of Study Abroad. Upon doing so, you will be billed for a \$200 deposit (if applicable) that is applied to the cost of your program.
2. If you wish to **withdraw** from the program, complete, sign and return this form to the Office of Study Abroad.
3. If you wish to **transfer** your application, complete, sign and return this form to the Office of Study Abroad

Name: _____ PID: _____

Name of study abroad program: _____

Country(ies) of program: _____ Semester/term and year of program: _____

I ACCEPT my admission to the above Michigan State University study abroad program. I have received an acceptance packet from the MSU Office of Study Abroad and have completed the enclosed *Statement of Responsibility* and *Student Health/Emergency Treatment Authorization* to secure my place in the program. If my acceptance is more than one year in advance, I agree to submit a new Student Health/Emergency Treatment Authorization within one year of my scheduled program departure.

If I should decide to withdraw and fail to submit any written notification of my withdrawal and/or fail to show up at the program site, I understand I will be financially responsible for the entire program fee.

If I withdraw or transfer from the program after accepting admission, I understand that notifying the program leader is not sufficient and that I must submit written notice to the Office of Study Abroad. If my written notice of withdrawal or transfer is received at the Office of Study Abroad:

- **More than 8 weeks before** the program's first day, I will be financially responsible for the \$100 application fee and \$200 deposit (if applicable) if completely withdrawing from study abroad; if I am transferring my application, I understand the \$100 application fee will be transferred only once to an alternate program and I will be financially responsible for the \$200 deposit (if applicable).
- **Less than 8 weeks before** the program's first day, I will be financially responsible for the \$100 application fee and \$200 deposit or any non-recoverable costs incurred and/or committed by MSU and its affiliates on my behalf at the time of my withdrawal (whichever is more).
- **After the program's first day**, I will be financially responsible for the entire program fee.

Signature: _____ Date: _____

I WITHDRAW from the above Michigan State University study abroad program. I understand that the \$100 application fee is refundable if this withdrawal is submitted before acceptance or within the two-week period after the date of the acceptance letter. I also understand that the \$100 application fee and the \$200 deposit (if applicable) are non-refundable after I have accepted admission into a program. I understand if I am an MSU student, it is my responsibility to withdraw from my study abroad courses (The Office of Study Abroad will cancel course enrollment for non-MSU students). I understand I am financially responsible for my program fee according to the schedule indicated above.

Did you apply for MSU financial aid for this program? Yes No
 (If yes, the Office of Study Abroad will notify the MSU Office of Financial Aid of this cancellation and your award will be adjusted accordingly.)

Reason for cancellation:
 Financial Safety Family Academic Accepted into another program Medical No longer eligible Other:

Signature: _____ Date: _____

I WISH TO TRANSFER* MY APPLICATION from the above Michigan State University study abroad program to the program indicated below. I understand and agree that the \$100 application fee will be transferred only once, to the program indicated below. I also understand the \$200 deposit (if applicable) is non-refundable and non-transferable if I have accepted admission into the original program. I understand I will be financially responsible for my program fee according to the schedule indicated above. I understand if I am an MSU student, it is my responsibility to adjust my study abroad course enrollment (The Office of Study Abroad will cancel course enrollment and re-enroll non-MSU students once a Course Enrollment Form has been submitted for the new program). I understand that if any information on my health form has changed since I submitted my original application, I will re-submit a new health form.

Name of program transferring to: _____

Semester and year transferring to: _____

Did you apply for MSU financial aid for your original program? Yes No
 (If yes, the Office of Study Abroad will notify the MSU Office of Financial Aid of this transfer and your award will be adjusted accordingly.)

Reason for Transfer: _____

Signature: _____ Date: _____

*NOTE: Freshman Seminar Abroad applicants may NOT transfer their application.