



STUDY-TRAVEL PROGRAMS
PAYMENT AND REFUND POLICY

Program Cost

Please see the Application & Registration Procedure information for details of program costs for the current year.

The program cost cannot be guaranteed for applications or payments received after airline tickets have been purchased. If and when a late application or payment follows a rise in airfares, the student will be responsible for the total increased fare.

Payment Schedule

(See the Application & Registration Procedure information for specific deadlines for payments.)

To help ensure the quality and viability of the study-travel programs, the timely commitment of funds is required for a number of reasons, including, but not limited to transportation, housing, reservation fees, etc. The ability to make and confirm such arrangements is dependent upon the timely receipt of payments from participants.

All payments must be delivered or sent to the Bursar's Office at Montserrat College of Art, 41 Essex Street, Beverly, MA, 01915, to arrive before or on the date stated in the Application and Registration Procedure and must specify the destination country of the study-travel program to ensure correct application of the payment. Checks must be made payable to Montserrat College of Art, and must indicate on the memo line of the check the destination country name.

PAYMENT #1 APPLICATION FEE: \$400 (non-refundable) payable to *Montserrat College of Art* at the time the application is submitted. This non-refundable application fee will be applied to the cost of the program.

PAYMENT #2 (DUE AT LEAST 120 DAYS BEFORE THE START OF THE PROGRAM)—50% of balance due after payment of the application fee, payable to *Montserrat College of Art*.

PAYMENT #3 (DUE AT LEAST 60 DAYS BEFORE THE START OF THE PROGRAM)— remaining balance due after payment of the application fee and payment #2, payable to *Montserrat College of Art*.

PLEASE BE ADVISED THAT a \$75 late fee is charged for each late payment. If payment is not received in full by the deadline for that payment, the college reserves the right to withdraw the student's application.

Refund Policy

(Note: The word “student” as used here refers to all participants in the study-travel program [other than program faculty and staff], whether or not the individual is taking courses and/or taking courses for credit.)

- Should the college cancel the program because an insufficient number of students have enrolled for that program, all payments received by the college for that program will be refunded, or as yet undeposited checks will be returned.
- Airline tickets for the travel group are purchased after the college confirms that the program has sufficient enrollment to proceed, after receipt of Payment #2, as described above. Once purchased, there will be no refunds from Montserrat for the value of the airline ticket. We recommend that students purchase travel insurance.
- If a student withdraws from the program prior to the purchase of airline tickets, as yet uncommitted funds will be refunded to the student, less the \$400 application fee.
- If a student withdraws from the program for any reason (*see exception below) after airline tickets have been purchased, no refunds will be given.
- *If a student withdraws from the program at any time as a result of personal medical incapacity, satisfactory documentation from a medical professional will be required for the refund of any as yet unspent funds, less the \$400 application fee.
- In order to participate in the study-travel program, a student’s charges must be paid in full, all funds received by the college, and the account cleared by the Bursar’s Office by the date established for the particular program. This includes late fees. A student whose account has not been cleared by the Bursar’s Office as paid in full by the established date will not be allowed to depart with the group. If payment is not received in full by the established date, the college reserves the right to withdraw the student’s application and there will be no refunds issued.
- The college reserves the right to cancel a program in consideration of the best interests of the travelers. Should the program be cancelled because of circumstances outside the college’s control, including disruptions resulting from weather, labor actions, hostilities in the region, etc., refunds will be made of remaining uncommitted funds, less the \$400 non-refundable application fee.

- If the student's application is rejected by the college, \$300 of the application fee will be refunded to the student.
- If a student has applied for a scholarship (currently applicable only to the program in Viterbo, Italy), and the college denies the scholarship to the student, which thus prevents the student from the ability to participate in the program, \$300 of the application fee will be refunded.

I have read this document, which states the payment obligations and refund policy for participants in the Montserrat College of Art study-travel programs, and I agree to abide by them.

Student participant's name (please print)

Student participant's signature

Date

Name of Parent or Guardian for dependent student (please print)

Signature of Parent or Guardian for dependent student

Date

Notary signature, date & seal