

**Policy Regarding Off-Campus Programs And Cancellations
Updated August 2011**

Students and parents have many questions about the possibility of programs abroad being canceled or modified in light of world events. We hope that the information below will answer some of those questions. For further information, please call us at (207) 859-4500.

1) If Colby cancels one of its own programs (Salamanca, Dijon, St. Petersburg), what happens to refunds and to student credit?

It would depend on the timing and the program with regard to course credit, but Colby will make every effort to allow students the opportunity to obtain as many credits for work as possible. Regardless of the number of credits obtained, students would get one semester towards their eight required for graduation. Any refund would be pro-rata in line with medical withdrawal policy (see Colby catalog).

2) If Colby does not cancel the program but a student decides to leave, what is the policy on refund and credit?

The refund policy for this situation is in line with voluntary withdrawal policy (see Colby catalog). Students will not normally be able to get any credits for coursework, nor will they be able to count this as one semester towards the eight required.

3) What happens if a student is on a non-Colby program that is cancelled?

The student will be able to transfer any course credit that the sponsoring institution is willing to provide, on an official transcript. The \$1,000 fee will not be refunded, but the student will be granted one semester towards the eight.

4) What happens if a student is on a non-Colby program from which he or she withdraws voluntarily?

The student will not be refunded the \$1,000 fee nor will credit for the semester or for coursework be granted.

5) Under what circumstances would Colby cancel one of its programs?

It is unlikely that Colby would evacuate students from one of its programs unless the U.S. State Department issued a Travel Warning for the country in which the program is located. However, Colby would consider relocating, modifying, or suspending a program under the following circumstances: if the program location became dangerous; if the program was no longer able to provide adequate academic and social services; if local staff and Colby administration determined that the safety of students would be compromised by the continuation of the program.

6) Does Colby permit students to attend programs in countries for which the State Department has issued a Travel Warning?

Colby College discourages travel to countries and participation in a program in a country for which there is a U.S. State Department Travel Warning in effect at the time of departure.



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Students wishing to travel to a country currently under U.S. State Department Travel Warning are required to submit a petition to the Travel Warning Review Committee providing a complete description of and justification for their study/travel at a Travel Warning site. If approved, the student and his/her parents will then be required to sign a second waiver as part of the application for approval process.

In the event that a country goes under U.S. State Department Travel Warning after a student has been approved, the student will be required to submit a petition, and sign a second waiver, in order to proceed as planned.

Students on programs already in session when the Travel Warning is issued will not be required to return, but will be advised of the Travel Warning by the OCS office and they should follow the instructions given by the program provider with which they are studying. Follow the same procedure for cancellation of a program if the student chooses to leave (see question 3).

7) If a student leaves a program, can he or she return to Colby that semester?

If a student leaves a program abroad, either because it was cancelled or because he or she withdraws voluntarily, it is not normally possible to return to Colby unless the semester has not yet begun. If a student is able to return, full charges for that semester will be billed.

8) Who makes the decision to cancel or relocate a Colby program?

The President of Colby College makes that decision, in consultation with the Director of Off-Campus Study, the Dean of Faculty, the Administrative Vice President, the Associate Vice President for Administration, and the Vice President for Student Affairs.

9) Who makes these decisions for non-Colby programs, and does Colby have any input?

Please check with the program sponsor regarding their policies and procedures. Colby does not have any involvement in the decisions made by other program sponsors to cancel or modify programs, but we are normally notified of changes, and, in many cases, we receive regular safety updates.