NOTIFICATION OF WITHDRAWAL FROM DUKE IMMERSE SEMESTER PROGRAM

DUKE IMMERSE PROGRAMS

Duke Immerse semester programs are referenced at: https://immerse.duke.edu/courses/

Students receiving financial support from Duke should be sure to discuss the aid implications of withdrawal with their financial aid counselor <u>before</u> withdrawing.

Voluntary Withdrawal from Duke Immerse Semester Programs

Duke Immerse programs charge a program fee and Duke tuition. Students choosing to withdraw voluntarily from a Duke Immerse semester program **but remain enrolled at Duke** have the following financial responsibilities:

Timeline of Student Voluntary Withdrawal	Amount of Program Cost Student is Financially Responsible to Pay
From time of enrollment, through 42 days before the program start date	\$0
41 days through the last day of drop/add	Program fee

Duke Immerse programs charge a program fee and Duke tuition. Students choosing to withdraw voluntarily from a Duke Immerse semester program **and take a leave of absence from Duke** should contact the Duke Time Away Office. Students who withdrawal from Duke and Duke Immerse have the following financial responsibilities:

Timeline of Student Voluntary Withdrawal	Amount of Program Cost Student is Financially Responsible to Pay
From time of enrollment, through 42 days before the program start date	\$0
41 days through 1 day prior to the program start date	Program fee
On or after the program start date through the second week of the semester	Program fee plus 20% of tuition
During the third, fourth, or fifth week of the semester	Program fee plus 40% of tuition
During the sixth week of the semester	Program fee plus 80% of tuition
After the sixth week of the semester	Program fee plus 100% of tuition

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RESPONSIBILITY-TO-PAY POLICY APPEALS

Students may appeal the applicable responsibility-to-pay policy by sending an email to Duke Immerse at <u>immerse@duke.edu</u> within five business days of their withdrawal. The appeal must be substantiated with documentation, whatever the reason for withdrawal (e.g., medical reasons, death in the immediate family, visa denials, university error, etc.). Duke Immerse will review the appeal and inform the student of the decision.

Name of DUKE IMMERSE Program:	Effective Date:	

WITHDRAWAL: I am submitting this form to Duke Immerse to inform Duke University of my intentions to withdraw early from my Duke Immerse semester program.

If program has started:

Program Faculty Signature

Program Faculty Printed Name

For Duke students only: If applicable, my refund should be directly deposited to my Duke Bursar's account.

Address to which refund check should be issued (if applicable):

In withdrawing from or terminating my program before the scheduled ending date, I acknowledge and agree that Duke University credit is available only for those courses which I have completed.

Student's Signature

Student's Printed Name

Date

Please send completed form as an email attachment to immerse@duke.edu or fax to (919) 684-3083.

For Office Use Only Exec. Director Signature Date					
Notification:	Registrar Bursar Sarah Gullie Cashier Academic Dean Program Financial Aid	Housing DukeCard Valerie Hayley (Domestic) Domestic Room DKU PeopleSoft	Date Processed		
	University/Third Party (ND) SA Notebook (D)Country (I SA Not Processed/Special Handling	TDS Status (D&ND) D)File (D&ND) (D&ND)Bursar/Cashie	_Comments (D&ND)Count (D) App Tag (D&ND)Batch Info (D) rr Coding (D&ND)		

Date