

Out-of Area Student Teaching Withdrawal and Refund Policy

Out-of-area student teaching is a serious financial commitment. Read all of the following information carefully— not having read or understood the policy does not exempt you from it. Because of the nature of off-campus programs, financial commitments must be made on your behalf in order to support your participation in the program.

Withdrawal and Refund Policy

Withdrawal prior to payment of the application processing charge:

- Participants who withdraw before paying the application processing charge will incur no financial obligation or penalties
 - However, if a student commits through the third-party provider without paying Bethel's application processing charge and then withdraws, the student will still be responsible for any nonrefundable deposits/fees according to the provider's withdrawal and cancellation policies. These charges will be placed on the Student Account.

Withdrawal after payment of the application processing charge:

- Participants who withdraw **after committing** or are unable to participate **will be responsible for a portion of and up to the entire program charge** depending on the date of withdrawal, according to the following schedule:

Withdrawal Date	Amount Owed
On or Before April 1st (for Fall programs) On or Before October 15th (for Spring programs)	• Application processing charge • Unrecoverable expenses incurred on your behalf*
After April 1st (for Fall programs) After October 15th (for January and Spring programs)	• Application processing charge • Admin fee • Unrecoverable expenses incurred on your behalf*

* Bethel will reimburse the student any recoverable costs that can be retrieved according to each provider's withdrawal/cancellation policy.