NOTIFICATION OF WITHDRAWAL FROM ANY DUKE IMMERSE SEMESTER PROGRAM

DUKE IMMERSE PROGRAMS
Duke Immerse semester programs are referenced at [https://undergrad.duke.edu/programs/dukeimmerse/all-themes](https://undergrad.duke.edu/programs/dukeimmerse/all-themes) as: Governance, Policy & Society; Imagining the Future of Food; Pandemics, Health & Power; Rights & Identities in the Americas.

Students receiving financial support from Duke should be sure to discuss the aid implications of withdrawal with their financial aid counselors before 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:

<table>
<thead>
<tr>
<th>Timeline of Student Voluntary Withdrawal</th>
<th>Amount of Program Cost Student is Financially Responsible to Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>From time of enrollment, through 42 days before the program start date</td>
<td>$0</td>
</tr>
<tr>
<td>41 days through the last day of drop/add</td>
<td>Program fee</td>
</tr>
</tbody>
</table>

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 ([https://undergrad.duke.edu/timeaway](https://undergrad.duke.edu/timeaway)). Students who withdrawal from Duke and Duke Immerse have the following financial responsibilities:

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

Revised 7/16/2021
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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 immerse@duke.edu 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                     Date

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 study away program before the scheduled ending date, I acknowledge and agree that Duke University credit is available only for those courses which I have completed and in which I have earned a “C-” or higher in the local grading system. It is possible that I may earn fewer than the four courses typically available to me in a Duke University semester.

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 Guille ________ Cashier ________ Academic Dean ________ Program ________ Financial Aid ________

Housing ________ DukeCard ________ Valerie ________ Hayley (Domestic) ________ Domestic Room ________ DKU PeopleSoft ________

Date Processed ______________

University/Third Party (ND) ________ TDS Status (D&ND) ________ Comments (D&ND) ________ Count (D) ________
SA Notebook (D) ________ Country (D) ________ File (D&ND) ________ App Tag (D&ND) ________ Batch Info (D) ________
SA Not Processed/Special Handling (D&ND) ________ Bursar/Cashier Coding (D&ND) ________

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