



Study Abroad Withdrawal Fee Appeal Form

In order for an appeal form to be considered, it must be:

- ☐ Sent to studyabroad@miami.edu with subject [Study Abroad Withdrawal Fee Appeal] by the student from their UM email address,
- ☐ Submitted within 4 weeks of withdrawal date, and
- ☐ Complete and include appropriate supporting documentation

*Incomplete, late, or proxy appeal forms **will not be accepted**. Appeals meeting the above requirements will be reviewed by the Study Abroad Appeal Committee; committee decisions are final and will be made within 10 business days of submission. Decisions will be communicated to the student via email directed to the student's UM email address.*

Student Information

Student Name:

Student C#:

Study Abroad Program & Semester:

Basis for Appeal

Active Military Duty | Requires activation orders with dates in conflict with program dates.

Family Illness or Death | Illness affecting immediate family member; requires documentation from physician. Death in immediate family; requires appropriate documentation.

Medical | Physical, mental, or emotional reasons for withdrawal.
Requires documentation from physician.

Unanticipated Change in Financial Situation | Not understanding the financial obligations of a program or not receiving aid/scholarship do not qualify. Declaring bankruptcy, termination of main income source, or unexpected and significant increase in financial obligations may qualify. Requires supporting documentation of circumstances and timeline.

Other Unusual or Extenuating Circumstances | Other extreme and unusual circumstances outside the student's control. Requires appropriate and verifiable documentation.

Appeals are unlikely to be successful if your withdrawal is due to: a change in academic plans; not understanding the financial obligations of a program; not receiving a scholarship or aid amount you expected; you choose to take advantage of another opportunity (job, internship, other study abroad program, etc).

Appeals will not be successful if unclear supporting documentation is provided or if verifiable supporting documentation is not included.