



Payments and Refunds Policy

Payment Policy: The cost of participating on GeoJourney is BGSU tuition and a program fee of \$4500. A \$500 deposit is required at the time of your acceptance onto the program in order to hold your place on GeoJourney. Due to the large number of well-qualified applicants GeoJourney receives, GeoJourney cannot guarantee your place on the program until we receive your deposit. The \$500 deposit counts toward the program fees that you will be billed for, along with tuition, through the BGSU Bursar once you are registered for GeoJourney courses (late Spring semester).

Payment of Deposit: Upon receipt of your official acceptance onto GeoJourney, you will need to pay a \$500 deposit via a check made out to "BGSU GeoJourney." Indicate on your check the field season you are participating in, e.g. "Summer 2012." Mail your check to GeoJourney at the address at the bottom of the page. Your check will be deposited and will offset \$500 of the \$4500 program fee that you will be billed for once you are registered for GeoJourney courses.

Payment of BGSU tuition and remaining GeoJourney program fee: Payment for the tuition and remaining program fee for GeoJourney will coincide with the payment dates and policies of Bowling Green State University's Bursar's Office.

For **Summer 2012**, all remaining program fees (\$4000) plus tuition will be charged to your BGSU Bursar account by **May 5**. *Payment is due by May 25.*

For **Fall 2012**, all remaining program fees (\$4000) plus tuition will be charged to your BGSU Bursar account by **July 5**. *Payment is due by July 25.*

All payments, except the \$500 deposit, should be made directly to the BGSU Bursar.

Refund Policy:

GeoJourney's operating budget comes solely from student tuition and fees. Budgeting is done based on the number of student participants. Unexpected loss of income creates budgetary hardships for all the students, faculty and staff, especially when a student withdraws at the last minute. The deposit is a way to reserve your place on GeoJourney as well as a way to demonstrate your commitment to participate. Once we receive your deposit, your place on the program is guaranteed (unless unforeseen circumstances require program cancellation).

Should you need to withdraw from the program prior to our departure, please notify us in writing (email is fine) *immediately* of your plans to withdraw.

For withdrawals during the program, the refund policies of the BGSU Bursar will be followed. For more information about refunds from BGSU see <http://www.bgsu.edu/offices/bursar/>

In the event that the program is cancelled, all deposits, fees and tuition will be refunded.

Please sign the statement below and return it to the GeoJourney Office.

I understand the policies outlined above in the GeoJourney Payments and Refunds Policy form and I agree to abide by them.

Student's signature: _____ Date: _____

If student is below the age of 18, parent or guardian's signature is required also.

Parent or guardian's signature: _____ Date: _____

Relationship to student: _____