

**Rehearsing Change Refund Policy
SPECIAL COVID-19 EDITION**

For the Spring and Summer semesters of Rehearsing Change, we will divide our refund policies into two categories: 1) *student withdrawal* refers to a student choosing to completely discontinue their participation in the program, 2) *student departure* refers to students discontinuing on-site participation in the program but continuing with online, credit-bearing participation. If the situation demands a student departure, whether determined by Pachaysana or the student’s home institution, and the student chooses to not accept the decision, they will be forced to withdraw according to the policy below.

Refunds for students who withdraw or depart from the program are based on the effective withdrawal or departure date and are calculated according to the percentages given below.

Official WITHDRAWAL date and percentage of TUITION/FEES refunded:

In this “withdrawal” scenario, students do NOT continue courses online and will not receive academic credit

| Time Schedule | Refund |
|---|-------------------|
| Prior to the first day of online classes. | 100% |
| 1 st day of online classes until 1 week after the beginning of the course | 100% minus \$500 |
| 7 days prior to arrival until arrival day | 100% minus \$1000 |
| After arrival and before the end of quarantine | 80% |
| At any time during our first community module | 60% |
| After the conclusion of our first community module and before the conclusion of the second module | 20% |
| Any time after the second community module | 0% |

Official DEPARTURE date and percentage of TUITION/FEES refunded:

If Pachaysana or the home university asks the student to return home due to conditions on the ground or changes in institutional policies, or if the student elects to return home at any time during the semester and continue their coursework online, the following refund schedule applies.

In this “departure” scenario, students continue the courses online and will receive academic credit.

| Time Schedule | Refund |
|---|---------------|
| 7 days or more prior to arrival day | 20% |
| After arrival before the end of quarantine | 15% |
| At any time during our first community module | 10% |
| After the conclusion of our first community module and before the conclusion of the second module | 5% |
| Any time after the second community module | 0% |

Official departure date and percentage of ROOM/BOARD refunded:

This is the same cost regardless of the reason for departure

| Time Schedule | Refund |
|---------------------------|--|
| Prior to arrival day. | 100% |
| After arrival to country. | Prorated Room/Board minus Housing Fee of \$750 |

Notes:

- Tuition and Fees are paid and calculated together and include tuition for 12 to 15 credits from our School of Record, the School of Record fee, community counterpart scholarship, community project fund, excursions, and special investments for COVID-19 (quarantine costs, COVID-testing, personal protective equipment for students and local participants).
- The non-refundable housing fee of \$750 is applied after students arrive in country and will be deducted from any refunds.
- Prorated Room/Board is not the total cost divided by the number of days in country. This is because quarantines and other days have higher costs than regular host family stays. In the case that prorated refunds are made, we will provide a detailed explanation of costs.
- Students who withdraw are not eligible for refunds by Pachaysana for any expenses incurred or related to air travel, books/supplies or miscellaneous costs of living overseas. Students are advised to investigate the coverage /cost of a travel insurance policy that may cover some of these costs.
- Students who are required to depart by Pachaysana due to changes on the ground will receive financial support for their return, including ground transportation to the airport, any required lodging while waiting for a flight, and up to \$600 reimbursement for student-purchased flights.

Refund requests:

Refund requests must be sent in writing to info@pachaysana.org. *Students who fail to notify the Pachaysana of their withdrawal from the program in writing will not be eligible for any type of reimbursement.* Refunds usually take between 4 and 6 weeks to process after written request has been made.