

Rehearsing Change Refund Policy

Students who withdraw from the program for any reason should notify Pachaysana with copy to USFQ: info@pachaysana.org, opi@usfq.edu.ec. Refunds for students who withdraw from the program are based on the effective withdrawal date and are calculated according to the percentages given below.

Official withdrawal date and percentage of TUTION refunded:

Time Schedule	Refund
More than 60 days prior to arrival.	100%
30-60 days prior to arrival. A donation of the full 5% withheld by Pachaysana is made to the host community.***	95%
1-30 days prior to arrival. A donation of the full 10% withheld by Pachaysana is made to the host community.***	90%
After arrival and before meeting counterparts	75%
After meeting counterparts, before the beginning of our first community-based module	70%
After the beginning, but before the end of our first community-based module.	1 st week of module: 60% 2nd week of module: 50% 3rd week of module: 40%
After the first community-based module	0%

Official withdrawal date and percentage of HOUSING refunded:

Time Schedule	Refund
More than 60 days prior to arrival	100%
Between 59 days and arrival	1 month homestay fee
After arrival	1 month homestay fee (semester) OR pro-rated for duration that used, whichever is more

Notes:

- The \$200 program administrative fee is non-refundable less than 60 days before the start of the program.**
- We cannot offer a 100% refund for all “prior to arrival” cancelation, since we will have arranged for the participation of the student’s counterpart, and the host community will have invested time/money in preparation. ***Exceptions are made for medically mandated withdrawals.
- While Pachaysana will make every effort to assist students who decide to withdraw, it is the student’s responsibility to communicate with the USFQ registrar and a “withdrawn” status from classes.
- A student who withdraws from the program due to a documented medical condition will receive a full refund of uncommitted program fees (excluding \$200 administrative fee). Refunds for housing will be made on a pro-rated basis depending on the timing of withdrawal. *An official doctor’s note indicating that the student is medically unfit to participate in the program is required.*
- Students who withdraw are not eligible for refunds by Pachaysana or USFQ 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.

Refund requests:

Refund requests must be sent in writing. ***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 of tuition and fees can only be distributed once the student’s official USFQ registration record is adjusted to reflect the withdrawal. Students are advised that this adjustment could take up to 4-6 weeks to process upon withdrawal from the program.