

**COST Withdrawal and Cancellation Policy:**

I, the undersigned participant, agree that if withdrawal from the COST Program is required for any reason, it is my responsibility to communicate in writing my intent to withdraw by submitting appropriate documentation to my COST Coordinator. Documentation should be similar to what the college/university requires for absences. This will be retained in my file and a copy forwarded to the COST Director.

**I understand that if I withdraw from COST after receiving the placement confirmation email, my university will be billed the following COST administrative fees\*\*:**

**-from 120 to 60 days prior to the placement start date \$250**

-if confirmation letter is received less than 60 days before placement start date, I have 14 days from receipt of letter to withdraw at \$250.

**-from 59 days prior to the placement start date \$750**

**-on or after the placement start date \$1000**

**I understand my home university will determine the amount I will be billed for my withdrawal.**

**I understand that my university may require additional withdrawal or cancellation fees.**

**I understand I have the right to appeal.**

Appeals to waive the withdrawal fee shall be submitted in writing to the COST Director with my Sending Site Coordinator copied. An explanation of the reason for withdrawal shall be included. Documentation confirming the need for withdrawal shall be submitted when applicable (medical issue, personal crisis, etc.). The COST Director and my Sending Site Coordinator will consider the request, the COST Director will notify me and my university of the decision to waive or decline the request for waiver within 14 days.

\*\*Administrative fees are in addition to the non-refundable application fee paid at time of application to the COST program.

\_\_\_\_\_  
Signature of Student Participant

\_\_\_\_\_  
Date

COUNTY OF \_\_\_\_\_ )

)

STATE OF \_\_\_\_\_ )

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BEFORE ME, a Notary Public in and for said County and State, personally appeared the above-named \_\_\_\_\_ who acknowledged that he/she did sign the foregoing instrument and that the same is his/her free act and deed.

IN TESTIMONY WHEREOF, I have hereunto set my hand and official seal at \_\_\_\_\_, \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC