

London Scholars Payment and Withdrawal Policy 2024–2025

A. **OVERVIEW:**

Northeastern University's London Scholars program (Program) provides first-year students with integrated academic experiences outside the classroom in an international location – Northeastern University London.

Planning and commitments are required of the Program on your behalf to support your participation in the program. The Program is required to make advance financial commitments to travel agents, vendors, and the partner institution to secure items such as, but not limited to, housing, classroom space, and co-curricular activities. Therefore, should you withdraw from the Program at any time after May 1, you will be responsible for the terms provided within this policy. You are urged to plan carefully and are required to review this policy in advance of your commitment to the Program.

B. **DEFINITIONS**

- a. **Charge** refers to the amount of the tuition and program fee owed by the Student/Participant.
- b. **Global Network Campus** refers to the Northeastern University networked campus in London, England, where Program provisions are provided for the London Scholars students.
- c. **Tuition and Program Fee** refers to the total billable cost by Northeastern to the student for participation in the London Scholars Program. The program fee includes such costs as housing, group flights, and activities and orientations.
- d. **Refund** refers to the repayment of all or part of the tuition and program fee to the Student/Participant.
- e. **Student/Participant** refers to a student enrolling in Northeastern's London Scholars program.

C. **PAYMENT TERMS**

- a. **Enrollment Deposits:**
 - i. There is one required program enrollment deposit:
 1. \$1200, due May 1, 2024
 - ii. The enrollment deposit secures your enrollment in the London Scholars program and is applied to your program fee.
 - iii. The deposit is non-refundable.

- iv. If a deposit is not made before the deadline, your enrollment in the Program will be forfeited.
- b. **Program Fee:**
 - i. The 2024-2025 tuition and program fee is \$85,260.
 - ii. 50% of your program fee will be due by July 5, 2024, for the fall semester.
 - iii. 50% of your program fee will be due by November 30, 2024, for the spring semester.
- c. **Tuition Pay Option:**
 - i. Those electing to participate in the Flywire monthly payment plan may begin their payments on July 15, 2024, for a 5 monthly installment plan or August 15, 2024, for a 4 monthly installment plan. To learn more, go to [Student Financial Services, Payment Methods](#).

D. REFUNDS and CHARGES

- a. **Conditions for Refunds:**
 - i. The potential for a refund depends upon the type and timing of your withdrawal from the London Scholars program and aligns with the [university's withdrawal refund policy](#). Types of withdrawals could include medical leave of absence, voluntary withdrawal, removal, failure to take action to obtain the appropriate immigration status, or program cancellation/suspension. Please refer to section E. below for more information.
 - ii. Depending on the timing of the withdrawal from the program, students and families are still accountable for a percentage of the program fee. See the information below (section D. b).
- b. **Participant Charges Schedule* for the full academic year:**

Fall Semester	Percentage Charged (includes deposit)
May 1, 2024 – end of Week 3	0% charged
Week 4	40% charged
Week 5	60% charged
After Week 5	100% charged and no refund

Spring Semester	Percentage Charged (includes deposit)
Prior to semester start – Week 3	0% charged
Week 4	40% charged
Week 5	60% charged

After Week 5	100% charged and no refund
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**Please see section G for London Scholars' specific dates.*

c. Grant/Scholarship Retention:

- i. The London Scholars program offers a limited number of grants/scholarships. In the event a student has been awarded a grant/scholarship and later withdraws from the program, the student may retain a portion of their grant/scholarship based on the following schedule:

Fall Semester	Percentage Retained
May 1, 2024 – Week 3	0% retention of grant/scholarship
Week 4	40% retention of grant/scholarship
Week 5	60% retention of grant/scholarship
After Week 5	100% retention of grant/scholarship

Spring Semester	Percentage Retained
Prior to semester start – Week 3	0% retention of grant/scholarship
Week 4	40% retention of grant/scholarship
Week 5	60% retention of grant/scholarship
After Week 5	100% retention of grant/scholarship

Note: *If the retained grant/scholarship exceeds the assessed charges, Northeastern reserves the prerogative to adjust the grant/scholarship amount to align with the total billed charges.*

E. WITHDRAWAL OR MEDICAL LEAVE FROM THE LONDON SCHOLARS PROGRAM

i. Medical Leave of Absence (University Health and Counseling Services Policy):

1. A participant leaves the Program due to documented medical reasons, as supported by a treating physician.
2. A Medical Leave of Absence (MLOA) is an option available to participants who need to withdraw from the London Scholars program for medical reasons and are interested in returning to Northeastern University after receiving medical treatment. Medical leave requests must be initiated through University Health and Counseling Services by submitting a completed request form and relevant documentation from a clinician supporting the medical leave.

3. If a student is granted a Medical Leave of Absence, a refund of the program fee will be processed upon approval from University Health and Counseling Services (UHCS), based on information shared in D.b. Refer to <https://uhcs.northeastern.edu/what-to-expect-re-entry-from-medical-leave-of-absence/> about re-entry following a medical leave.
4. Participants considering medical withdrawal at any point prior to, or during, the program, should initiate the process by emailing mloa@northeastern.edu and CC'ing their program contact
 - a. London Scholars- LondonScholars@northeastern.edu

ii. **Voluntary Withdrawal Process:**

1. Participants considering voluntary withdrawal prior to the program start date must withdraw from the University via their [myNortheastern portal](#) (application status check). They must complete the following steps:
 - a. Log into the [myNortheastern portal](#)
 - b. In the bottom right corner, find the section labeled “Have Your Plans Changed?” and click “Withdraw Your Application Today”.
 - c. Participants must fill out the pop-up window, click the box acknowledging that withdrawing is final and cannot be undone, and press “Submit” for their withdrawal to be officially registered with the University.
 - d. If you have forgotten your password, you may click on “forgot password” on the login screen.
 - e. If you have forgotten both your username and password, please call (617) 373-4357 to get assistance in recovering your username.
2. Participants considering withdrawal after the start of the program must contact the London Scholars on-site staff in writing or via email at Londonscholars@northeastern.edu.
3. The London Scholars on-site staff will assist each participant in making an informed decision based on their circumstances and will refer them to The Office of Admissions or other University offices as appropriate.
4. Participants who voluntarily withdraw from the program are permanently withdrawn from Northeastern University and will not continue to the Boston campus post-program completion.

b. Removal from the London Scholars Program

- i. If a participant is asked to leave the London Scholars program in connection with a violation of any applicable policy or law:
 - 1. No refund will be granted, regardless of when the program removal takes place and irrespective of the refund schedule listed in D.b.
 - 2. The participant's Fall 2025 admission status will be reviewed and may be rescinded.

c. Failure to Obtain Appropriate Immigration Status

- i. Students are responsible for obtaining and maintaining the appropriate immigration status for their time with the London Scholars program prior to the program start date. All immigration permissions, including student visas and residence permits, are granted at the sole discretion of the appropriate consular authority or port of entry officer.
- ii. Northeastern University has no influence on the outcome of immigration applications and no ability to inquire about an individual visa application or residence permit application, or to expedite the process for an individual student.
- iii. Failure to take the steps to timely obtain the appropriate immigration status prior to the start of the program may result in ineligibility to participate in the London Scholars program.
- iv. We understand there may be extenuating circumstances in obtaining proper documentation. Students must immediately notify the London Scholars program if they encounter any issues in obtaining the appropriate immigration status for their time throughout the program to evaluate any available options.

F. PROGRAM CANCELLATION/SUSPENSION

- a. In the event Northeastern University, at its discretion, decides to suspend or cancel a program, all participants are required to return immediately to their home country or otherwise relocate as directed by the University.
- b. If the Program is suspended or canceled, then the University may provide an alternative learning option, such as a transfer to another Northeastern-sponsored learning program.
- c. If an alternative learning program is not possible, then the university will credit students the program fee and deposits toward future semester(s) at Northeastern University.

G. 2024 LONDON SCHOLARS LOCATIONS AND DATES

London Scholars Location	Classes Start	End Week 3	End Week 4	End Week 5
NU London Fall to	September 9, 2024	September 27, 2024	October 4, 2024	October 11, 2024
NU London Spring	January 13, 2025	January 31, 2025	February 7, 2025	February 14, 2025

SIGNATURE

By signing below, I acknowledge that I have read, understand, and will abide by the London Scholars Payment and Withdrawal Policy.

Date

London Scholars Location

Student Signature (electronic)

Print Student Name

Student NUID

If a participant is under 18 years old, please have the parent/legal guardian sign

Parent/Guardian Signature (electronic)

Print Parent Guardian Name