

SHSU Study Abroad . Spain Reimbursement Policy

The SHSU Study Abroad in Spain Program makes financial commitments with a series of entities to provide for airline and ground transportation, lodging and food for participants and professors. By state law, we must obtain three bids for these services and accept the lowest bid. Morally, we are committed to obtaining the highest quality program at the lowest feasible price. If a participant decides to back out, for whatever reason, our reimbursement policy is as follows:

Before March 1, 5:00 p. m.: You will receive all of your money except the \$100 nonrefundable down payment.

Between March 2 and May 25, 5:00 p. m.: Your airline ticket will be given to you. The cost of the airline ticket and the \$100 down payment will not be refunded. The rest of the charges to you will be dropped and any payments refunded.

After May 25: Your airline ticket will be given to you. Nothing else will be refunded.

If you receive funds from the SHSU Study Abroad Scholarship Fee program, please bear in mind your commitment to them: if you drop courses or do not comply with those commitments, those funds must be returned.

Signature _____ Date _____

I am aware of the SHSU Study Abroad in Spain Program reimbursement policy.

INSTRUCTIONS:

1. PRINT, FILL OUT AND SIGN THIS FORM.
2. PRINT AND SIGN THE STUDENT GUIDELINES (available on line).
3. GET TWO PASSPORT-TYPE PHOTOS AT WALGREENS OR WALMART FOR ADDITIONAL FORMS to be filled out later, for the UCLM I.D.
4. MAIL all of the above along with your CHECK for \$100 down payment to

**Dr. Enrique Mallen, Director
SHSU Study Abroad in Spain
Dept. of Foreign Languages AB IV, #315
Sam Houston State University
Huntsville, TX 77341-2147**

Or take it to his office at **AB IV, #339.**