



John Cabot University

Direct Exchange Program Policies and Acknowledgements

This document outlines the responsibilities and acknowledgements involved in participating in John Cabot University's Direct Exchange Program. Please read and understand the following points before accepting your nomination:

1. **FEES:**

To participate in the direct exchange program, students must pay a **€/ \$500 commitment fee** prior to being formally nominated to the exchange partner university. The fee must be paid by a variable deadline that will be announced ahead of each intake. The commitment fee is separate from the full tuition fees.

The commitment fee is non-refundable.

Refund requests may be considered solely in exceptional cases involving unforeseen and justifiable reasons, such as illness or urgent family matters, and will be evaluated on an individual basis. JCU reserves the right to decline any refund requests if a valid cause is not demonstrated.

Full Tuition Payment Deadlines

Full tuition payments must be made by the following deadlines:

Fall semester **July 15**

Spring semester **November 30**

Failure to pay by the deadline may result in a financial hold, which can jeopardize the student's participation in the program.

2. **ACADEMICS:**

The mandatory [Course Away Form](#) must be submitted to JCU's Registrar **prior** to registering for courses at the direct exchange partner university. Failure to submit this form prior to registration may result in the inability to transfer credits back to JCU.

If you will be going abroad during the first semester of your senior year, please make an appointment with your advisor to fill out the [Petition for Exemption from Academic Policy](#) to waive the last 30-credit residency requirement. Please note that going on direct exchange during the first semester of your senior year may delay your graduation at JCU.

3. IMMIGRATION FOR INTERNATIONAL STUDENTS:

Before participating in a direct exchange program, **non-EU students must consult with the Immigration Services Office**, as leaving Italy for an extended period may have serious implications for your immigration status. The Immigration Services Office offers personalized guidance to help you make informed decisions based on your individual circumstances. Please be aware that students bear full responsibility for any immigration-related decisions, and the university cannot be held liable for any issues that arise from leaving Italy.

I understand that I must do the following:

- Meet with my Academic Advisor to review my academic requirements
- Submit the Course Away Form to JCU Registrar for course approval
- Non-EU students: meet with the Immigration Services Office before participating in a direct exchange program.
- Pay the €/\$500 commitment fee to confirm nomination by deadline.
- Pay the full tuition fees for the semester abroad by deadline.

Disclaimers:

- *John Cabot University is not responsible for any delay in graduation due to participation in the Direct Exchange program.*
- *John Cabot University reserves the right to deny a commitment fee refund request.*

By signing this document, I acknowledge that I have read, understood and agree to the terms and conditions outlined in this document and its implications regarding my participation in John Cabot University's Direct Exchange Program.

Student Name: _____

Date: _____

Signature: _____