

Hampshire College Global Education Office

VIRTUAL PROGRAMS PARTICIPATION, WITHDRAWAL & REFUND POLICY

FULL SEMESTER VIRTUAL EXCHANGE OR FIELD STUDY

Participation in Virtual Exchange or Virtual Field Study follow the same application, financial, enrollment, academic and withdrawal policies as a regular Exchange and Field Study Semester. Please refer to GEO's [Exchange](#) and [Field Study](#) policies and eligibility requirements.

Withdrawal & Cancellation Policy: Students are subject to the same Hampshire College withdrawal and refund policies as per the Hampshire College refund schedule for withdrawals. In addition, students participating in Virtual Exchange who withdraw their participation after the virtual program start date will be charged a \$250 cancellation fee and in addition, may be charged any unrecoverable tuition expenses. Withdrawing from a Hampshire Exchange Program after the start date and/or opening of the term is considered a withdrawal from Hampshire College. Students participating in Virtual Field Study are subject to the withdrawal and refund policies of the host institution or program. **The Global Education Office must be notified in writing of any withdrawal from participation or cancellation of an application.**

PARTIAL/SUPPLEMENTAL VIRTUAL COURSES

Academic Requirements & Expectations

- Students must enroll in the equivalent of at least 12 credits/three courses at Hampshire which may include Five College courses. In addition, students may opt to take one pre-approved virtual course.
- Students must choose from a Hampshire/GEO pre-approved virtual course list and be approved by the Global Education Office in order to confirm participation and enroll in a virtual course.
- Students must have approval from their Divisional Committee to enroll in a virtual course.
- All attempted and completed virtual courses will be recorded on the Hampshire College transcript and evaluated for satisfactory academic progress. Successful completion of a course means receiving an evaluation or a grade of C or better or the equivalent. The final transcript must show evidence of this and will be evaluated for satisfactory academic progress and [good academic standing](#).
- Withdrawal from a virtual course after the Hampshire College Deadline will appear as a "W" on the Hampshire transcript.
- After the grade has been recorded at the host institution/program, transcripts should be sent to the Global Education Office. The Global Education Office will then forward the transcript to Central Records to be evaluated to receive transfer credit and recorded on the Hampshire Transcript.

Finances and Fees

Students enrolled in a partial virtual option will be charged Hampshire's applicable tuition, room, board, and other required fees per usual for the spring semester. Once students' applications have been approved by the Global Education Office, GEO will pay the partner directly for course expenses. Withdrawal and cancellation fees may apply (see below). Students who do NOT apply to GEO prior to applying to the virtual course or program will be required to pay for the course expenses directly to the host institution or provider.

Cancellation Fee Policy

Students participating in a supplemental virtual course are subject to the cancellation, withdrawal and refund policies of the host institution or program. In addition, students who withdraw their participation after the virtual program start date will be charged a \$250 cancellation fee and in addition, may be charged any unrecoverable tuition expenses. **The Global Education Office must be notified in writing of any withdrawal from participation or cancellation of an application.**