

Appeal Process

IP Global Learning Department

Student instructions when requesting to withdraw from a program and the fee appeals process.

The following steps must be completed to have your appeal considered. You must submit an appeal within 2 weeks from the date of your initial withdrawal notification. There is no guarantee that an appeal will result in a refund.

1. Meet with your GL Advisor to discuss your reasons for withdrawing.
2. Write an appeal letter
 - a. This should be no longer than 1 page.
 - b. Letter should be addressed to:
Dr. Christine Oakley, Director of Global Learning
Bryan 101B
Pullman, WA 99164-5110
 - c. The body of the letter should include:
 - i. Why you committed to this program initially.
 - ii. Circumstances for your withdrawal from this program.
 1. Be as specific as possible, including any events and those dates.
 - iii. What you are requesting: Release of your commitment to the program? Refund of specific charges or fees? Be as specific as possible including exact amounts you are requesting to be refunded.
 - d. Send your appeal letter electronically to Dr. Christine Oakley at coakley@wsu.edu
3. Meet with Dr. Oakley to discuss your reason for withdrawal and appeal.
 - a. To schedule an appointment call (509) 335-6204 or come to Bryan 105 and schedule a time with the front desk personnel.
 - i. **Do not** try to schedule an appointment by emailing, calling, or directly contacting Dr. Oakley.
4. After your meeting, Dr. Oakley will discuss your case with the Vice President of International Programs.
5. A decision will be made within 1-2 weeks of your meeting with Dr. Oakley.
 - a. You will be notified via your WSU email address
 - b. If an appeal is granted any fees you are refunded will be processed as soon as possible.

NOTE: Students should inform their academic advisors as well as the Student Financial Services that they will not be participating in study abroad.

The WSU Global Learning Department does not have any influence regarding third party provider/company programs and their respective fees. Students should contact providers/companies directly concerning their withdrawal from the program.