FUBiS Cancellation and Course Change Policies
International Summer School, Berlin 2015

Cancellation/Withdrawal

FUBiS has its own withdrawal/cancellation policy, in addition to that of UCEAP*.

Cancellation of participation in the International Summer School, Berlin program is subject to the following conditions (taken from the FUBiS General Terms and Conditions of Business):

- Participants must inform FUBiS and UCEAP in writing about a cancellation.
- In case of cancellation after you have submitted your FUBiS application online and prior to June 20, 2015, you will be charged a €200 FUBiS cancellation fee.
- No FUBiS fees of any kind are refunded in case of cancellation on or after June 20, 2015 (even if you have not yet paid these fees; you will be billed for these costs). Refer to the FUBIS Fees & Registration information to calculate how much you would owe, depending on your course, housing, and optional service choices.

*Note that the above FUBiS fees are in addition to the $500 UCEAP withdrawal fee, which goes into effect on April 1, 2015.

Course Changes

As FUBiS is an intensive short term study abroad program, there is no drop and add period. However, a class change is possible under the following circumstances:

- The maximum enrolment of the other class is not met.
- The instructors of both classes have approved of the course change.
- The student has received written permission for the course change from the Program Coordinators.

The deadline for changing a class is the first Wednesday of the program. A course change is not possible after this deadline. Should a student decide to drop a class, the rules and regulations for cancellation apply.

The fee for course changes made after registration is 75 € per course. Changes between German language course levels are free of charge.

The student is advised to contact his or her home institution regarding credit transfer. We strongly urge you to discuss the courses with your major advisors before registering for specific courses.

For more details on the FUBiS Cancelation and Course Change policies, please refer to the FUBiS General Terms and Conditions of Business.

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