



## Internships in Spain

Winter 2025 Madrid	
<b>Program Fees</b>	
Tuition & Fees (12 credits)	\$5,911
Housing	\$2,472
<b>Total</b>	<b>\$8,383</b>
<b>Other Projected Expenses (Estimates*)</b>	
International Airfare	\$1,500
Food and Personal Expenses	\$1,800
Local Transportation	\$200
Travel Nurse/Immunizations	\$50
<b>Total Estimated Expenses</b>	<b>\$11,933</b>

\*Projected expenses are estimates only; this budget is for a very modest standard of living. Students should count on spending at least the above amounts during the program.

### Cancellation Policy

CANCELLATION DATE	PENALTY IF NOTICE RECEIVED AFTER THIS DATE
<b>Cancellation Agreement Deadline</b>	<b>Student agrees to \$1,000 non-refundable deposit. Deposit is refunded if student is not initially accepted by the provider.</b>
<b>45 – 130 days before program start</b>	<b>Student is responsible for \$3,500 of the program costs and any additional fees accrued.</b>
<b>Less than 45 days before program start</b>	<b>Student is responsible for 100% of the program costs and any additional fees accrued.</b>

*Please note that scholarship funds cannot be applied to the deposit fee.*



## Cancellation and Refund Policy Information

Important: The GEO Cancellation and Deferral Policy is effective from the time a student agrees to pay their non-refundable program deposit or electronically signs the program commitment form within the GEO Portal, regardless of application or acceptance status. It is essential to read this policy before a potential cancellation or deferral takes place, to fully understand the withdrawal and cancellation penalties, and understand what it means financially to commit to an intern abroad program.

### CANCELLATION/DEFERRAL PROCESS:

**Students who cancel or defer their participation must notify both GlobalWorks and the program provider in writing.** Email to GlobalWorks is acceptable ([globalworks@uoregon.edu](mailto:globalworks@uoregon.edu)). Verbal notification to GEO or GlobalWorks or notification given to a non-UO campus study abroad office is not sufficient.

- See specific dates and details in the Student Budget posted on the program page of the [GlobalWorks budget website](#).
- If one of the deadlines in the Student Budget posted on the program page of the GlobalWorks website falls on a weekend or holiday, GlobalWorks will accept written notifications received on the following business day.
- A student may be able to defer their application for up to twelve months from the term in which their original program was scheduled to start, upon approval by the GlobalWorks advisor, which may also be contingent on the provider's ability to accept deferred applications. Beyond twelve months, a student must cancel their application and re-apply. The student will be responsible for payment of any unrecoverable costs. In some cases, a student may be able to apply their non-refundable deposit to a future GlobalWorks program upon GlobalWorks approval.
- We strongly encourage students to contact GlobalWorks staff before cancellation so a staff member can advise on cancellation costs or explore options.

### CANCELLATION/DEFERRAL POLICY AND PENALTY:

- Depending on when the cancellation is submitted, the student is subject to the penalties outlined in the cancellation policy, specific to your location and provider.
- This cancellation and deferral policy applies to all cancellations and deferrals regardless of the reason for cancellation or deferral, including but not limited to inability to secure proper legal status (i.e. passport, visa, etc.) in the host country of the participating program.
- If the program fee has not been received by GlobalWorks at the time of cancellation or deferral, the penalty amount will be billed by GEO.
- GlobalWorks fees include the GlobalWorks program fee, the UO Study Abroad fee (UO students only), and/or any other fees that are billed by GlobalWorks.
- GlobalWorks and the program provider reserve the right to cancel a program due to low enrollment, natural disaster, public health emergency, pandemic, political unrest, terrorism,



acts of war, or any other reasons beyond GEO's control. If a program is canceled prior to the start date for any of these reasons, GlobalWorks will refund all University of Oregon charges received by GlobalWorks and will work with individual providers on their respective policies. GlobalWorks assumes no further financial responsibility and is not responsible for airfare, visa fees, or any other fees related to the program that may have been paid. GlobalWorks strongly recommends that students purchase travel cancellation/interruption insurance.

- GlobalWorks strongly advises you to purchase fully refundable airline tickets and/or trip cancellation insurance to safeguard against losses or penalties in case you withdraw from your program for any reason (including failure to obtain a visa, travel restrictions, or host country conditions related to COVID-19, or any other reason), or in case the program is canceled or its dates are changed. GlobalWorks accepts no responsibility for such losses or penalties or any cancellation or change to the Program.

**PAYMENT SCHEDULE** (What is due when?)

Note: GEO will charge all program fees to your UO Student Billing Account.

Billing and Payment Schedule:

When you are offered acceptance	<p>A non-refundable program deposit of \$500 or \$1,000 depending on the program location is due within one week of acceptance or nomination offer to confirm your space on the program. The program deposit is not an additional fee but is part of the total GEO program fee.</p> <p>Once a student has authorized GEO to charge the deposit to their UO student account, or has submitted the deposit directly to GEO, the program deposit is non-refundable except in cases where a student is denied acceptance to the program for which they have applied. If the required application materials are not completed by the deadline, the application will be considered abandoned and cancelled by GEO after our office has attempted to contact the student without success. In such cases, the deposit will not be refunded. Students who fail to pay the program deposit by the first cancellation/deferral date listed below will have their program application canceled.</p>
1 – 4 weeks before you depart	GEO will bill your UO Student Billing Account for the remainder of your program fee. This amount will be due according to standard UO <a href="#">Payment and Due Dates</a> .

We encourage you to visit the [GlobalWorks scholarships webpage](#) to learn about scholarship and funding opportunities. Speak with a [financial aid counselor](#) regarding your current financial aid package.



## Cancellation Timeline Agreement Internships in Madrid (Winter)

Please confirm that you understand the following statements by initialing each line in the space provided below:

\_\_\_\_\_ I understand that to confirm my commitment to participate in this program, I am required to agree to a non-refundable \$1,000 deposit. I can find and sign the agreement called "GlobalWorks Non-refundable Program Deposit Payment" in the GEO Portal.

\_\_\_\_\_ I understand that, if I withdraw 45 - 130 days before program start date, I will be responsible for \$3,500 of the program costs as well as any additional fees accrued.

\_\_\_\_\_ I understand that, if I withdraw less than 45 days before program start date, I will be responsible for 100% (**\$8,383**) of the program and any additional fees accrued.

These fees will be posted to your student account about two weeks before the program start date.

\_\_\_\_\_ I understand that the cancellation policy is effective once I return this form.

\_\_\_\_\_ I understand that any program cancellation notifications must be sent to [globalworks@uoregon.edu](mailto:globalworks@uoregon.edu).

By signing this form, I confirm my commitment to participate in this program and authorize  
By signing and submitting the GlobalWorks Cancellation Timeline Agreement, I have read and understand the cancellation timelines and related penalties and fees for my program if I withdraw from participating.

I understand that the deposit is non-refundable under any circumstances.

**Please return signed form by 5 pm on September 20<sup>th</sup>.**

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_