



DOMINICAN INTER-EXCHANGE AND TRAINING CENTER, S.I.R.L.

Exchange Programs Abroad

Withdrawal Policy

Withdrawal from an Exchange program must be submitted in writing to the Dominican Inter Exchange and Training Center (DOMINEXT) by email support@dominext.org, mail, or in person. The date of withdrawal is the regular business day during which your written withdrawal statement is received in the DOMINEXT office.

DOMINEXT is not able to guarantee, and does NOT guarantee, that any portion of the fees owed to or submitted to DOMINEXT will be removed or refunded if you withdraw from the program for any reason. DOMINEXT pays many sub-contractors for the educational services provided to participants in DOMINEXT Exchange Programs (including, without limitation, housing, entry fees, educational tours/activities, in-program transportation, etc.) and these sub-contractors have varying payment and refund policies. In many cases, DOMINEXT is required to make large payments (or encumber significant funds) on behalf of a participant, well in advance of the program start date, before DOMINEXT has charged the participant's account, and/or before the participant has submitted payment. If DOMINEXT has already paid or encumbered funds on your behalf at the time of withdrawal, you are obligated to pay the amount encumbered or paid by DOMINEXT unless and until the third party reimburses DOMINEXT or releases DOMINEXT from the financial obligation. ***The later you withdraw from an Exchange program, the higher your financial obligation to the program is likely to be.***

Due to the many variables involved, fees owed to DOMINEXT are calculated on a case-by-case basis for withdrawn participants, based on the following:

1. All participants in an Exchange program with DOMINEXT, are required to pay an initial \$50 Application Fee and \$200 Administrative Fee as part of the commitment to participate in the program selected. The Application Fee and Administrative Fee are **NON-REFUNDABLE**, unless:
 - a. **DOMINEXT** cancels the program or the applicant is denied acceptance for participation in the applicant's selected program. In such event, DOMINEXT may remove or refund the full Application Fee and Administrative Fee charges at DOMINEXT's sole discretion; the student may not defer the Application Fee or Administrative Fee to a different or future program.
 - b. **If an applicant withdraws from an Exchange program after paying the initial required fees and before signing and returning all required documentations**, the applicant will not be responsible for paying the US\$200 Administrative Fee but will be liable for the non-refundable \$50 Application Fee.



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- c. **If an applicant withdraws from an Exchange program after signing and returning all required documentation and being accepted to participate**, the applicant will be liable for the non-refundable \$50 Application Fee and the US\$200 Administrative Fee.
 - d. **If a participant withdraws from an Exchange program after the program officially begins**, the applicant is responsible for the non-refundable US\$50 Application Fee, the US\$200 Administrative Fee, as well as any fees already charged to, or encumbered on behalf of, the participant that are non-recoverable.
2. DOMINEXT strongly advises that Exchange program participants purchase fully refundable airline tickets and/or trip cancellation insurance to safeguard against losses or penalties should the participant withdraw for any reason (including failure to obtain a visa or any other personal reason), or should a program be canceled, or its dates changed. **DOMINEXT assumes no responsibility for such losses or penalties.**
 3. In limited circumstances, participants may submit a Request for Documented Medical/Compassionate Withdrawal from an Exchange Program Abroad, subject to the DOMINEXT's sole discretion.

I HAVE READ, AND I UNDERSTAND THIS EXCHANGE PROGRAMS ABROAD WITHDRAWAL POLICY. IT IS MY RESPONSIBILITY TO MAKE THE CONTENTS OF THIS POLICY KNOWN TO THOSE WHO HAVE ANY FINANCIAL RESPONSIBILITY FOR OR ARE OTHERWISE FINANCIALLY INVOLVED IN ANY EXCHANGE PROGRAM ABROAD PAYMENTS (e.g., parents, relatives, financial institutions). I ACKNOWLEDGE THAT I AM SUBJECT TO THE TERMS OUTLINED ABOVE.

Participant's Full Name

Participant's signature

Date