

## Education Abroad Committed Student Withdrawal Workflow

1

### PHCEA Notifies Faculty Director and College of Withdrawal

Upon notification from student, the PHCEA will formally notify the faculty director and college of student name, withdrawal date, and financial penalty owed.

2

### College Notifies PHCEA of Student Penalty

Colleges will complete a **provided form** to indicate the financial penalty to be collected from the student.

3

### College Notifies Student of Penalty to be Charged

College will email student to notify them of the withdrawal charges, which will be added to their iRoar account. [Abroad@clermson.edu](mailto:Abroad@clermson.edu) should be cc'ed on the email message.

4

### PHCEA Notifies SFS of Amount to be Charged

Upon college completion of the "Faculty-Directed Withdrawal Financial Penalty" form, the PHCEA will notify Student Financial Services of the amount to be added to the student's iRoar account.

5

### PHCEA Updates Student's Application Status

To finalize the withdrawal, the PHCEA staff will update the student's study abroad application status to reflect withdrawal after program commitment.