Payment Schedule

Mailing Address:

Study Abroad Indonesia
c/o Cynthia Clarke
Anthropology/Global Studies
2000 Tower Street
Everett Community College, Mailstop #105
Everett, Washington 98201

Study Abroad Indonesia Payment Schedule

1. Application to be an EvCC student is located here: https://www.public.ctc.edu/ApplicantWebClient/Applicant/ApplWelcome.aspx Evidence of your application is due **February 1, 2016.**
2. A $25 **Application Processing Fee** is due by **February 1, 2016.**
   a. Your payment for the $25 Application Fee must be included with the application.
   b. This fee is non-refundable.
   c. Caution: Do NOT pay your program or tuition costs online. There is a separate account into which your Faculty Director deposits these monies on your behalf.
   d. How to pay:
      i. You may pay at the EvCC Cashiers Office and attach a copy of the receipt to this application. Have the Cashiers Office deposit the funds to:
      Account number: 570-265-CCKH with a "fee code" of FX
      Account name: Indonesia Study Abroad Trip
      ii. Write your check to **Everett Community College** and submit with this application by mail. The Study Abroad Indonesia Faculty Director (Cynthia Clarke) will deposit your funds, scan a copy of your receipt, and email the scanned receipt to you for your records.[1]
3. **A $500 Program Fee Deposit** is due **March 1, 2016,** and will be placed in the Study Abroad Indonesia (SAI) account.
4. **Full Program Fees** (including tuition are due by **May 2, 2016**[2]

Study Abroad Indonesia Refund Schedule Summary

1. **Application Processing Fee ($25)** is non-refundable and is due **February 1, 2016.**
2. **The $500 Program Fee Deposit** is 100% refundable before **March 1, 2016**; no refunds after **March 1, 2016**
3. **Full Program Fees**: Program Fee refunds will be processed (excluding the $500 non-refundable deposit) on a pro-rated basis according to the following schedule:

Full Program Fees refund if emailed cancellation is received (excludes the Application Processing Fee and the $500 Program Fee Deposit)

Before/on May 2, 2016	100%
After May 2, 2016 but before May 16, 2016	50%
On/after May 16, 2016	0%

[1] Checks returned for insufficient funds will be processed by EvCC for non-payment; penalties will apply.
[2] If tuition costs were paid as part of the Full Program Fees and the student cancels these monies will be returned as required by Washington state laws