



## Internships in Spain

Summer 2025 Madrid	
<b>Program Fees</b>	
Tuition & Fees (12 credits)	\$5,909
Housing	\$3,282
<b>Total</b>	<b>\$9,191</b>
<b>Other Projected Expenses (Estimates*)</b>	
International Airfare	\$1,500
Food and Personal Expenses	\$1,600
Local Transportation	\$200
Travel Nurse/Immunizations	\$50
<b>Total Estimated Expenses</b>	<b>\$12,541</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.

### Summer 24 Cancellation Policy

CANCELLATION DATE	PENALTY IF NOTICE RECEIVED AFTER THIS DATE
<b>Date of Commitment</b>	Student agrees to \$500 non-refundable deposit. ** Deposit is refunded if student is not initially accepted by the provider.
<b>4 weeks after program commitment*</b>	Student is responsible for \$2,000 of the program costs and any additional fees accrued.
<b>10 weeks prior to program start date OR upon confirmation of internship placement*</b>	Student is responsible for \$3,500 of the program costs and any additional fees accrued.



<b>7 - 9 weeks before program start date</b>	Student is responsible for \$4,500 of the program costs and any additional fees accrued.
<b>7 weeks prior to program start date or on or after program start date</b>	Student is responsible for 100% of the program costs and any additional fees accrued.

\*If a cancellation occurs in between two tiers, the higher cancellation fee will be imposed  
*Please note that scholarship funds cannot be applied to the deposit fee*

**INSTRUCTIONS:**

After a student has been accepted by GlobalWorks, they should carefully review the budget, cancellation process, and cancellation penalty information.

## 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 prior to 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 Policy Agreement Internships in Madrid, Spain (Summer)

Please read the below carefully before committing to the program:

\_\_\_\_\_ I understand that to confirm my commitment to participate in this program, I am required to agree to a non-refundable \$500 deposit.

Note that at the time of commitment, students will *not* know their final internship placement, but will have met with the location-specific provider.

\_\_\_\_\_ I understand that, if I withdraw 4 weeks after program commitment, I will be responsible for \$2,000 of the program costs as well as any additional fees accrued.

\_\_\_\_\_ I understand that, if I withdraw 10 weeks prior to program start date OR upon confirmation of internship placement, I will be responsible for \$3,500 of the program costs as well as any additional fees accrued.

\_\_\_\_\_ I understand that, if I withdraw 7-9 weeks before program start date, I will be responsible for \$4,500 of the program costs as well as any additional fees accrued.

\_\_\_\_\_ I understand that, if I withdraw less than 7 weeks prior to program start date, or on or after program start date, I will be responsible for 100% (\$9,191) of the program and any additional fees accrued.

Note that students are typically placed within 8 weeks of a program start, but individual dates vary by location and provider.

These fees will be posted to your student account around one to four 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 GlobalWorks to charge the non-refundable deposit to my UO Student Account. I understand that my account will be charged within two weeks of signing this form and that the deposit is non-refundable under any circumstances. **To commit, please e-sign the Deposit and Cancellation agreement within the GEO Portal**