

## ROME PROGRAM CANCELLATION POLICY

### Purpose

The purpose of the Rome Program Cancellation Policy is to identify when and how, depending on the circumstances, the University might change or cancel a university-planned event or excursion, a student-planned event or excursion, or the entire Rome Program.

### Statement of Policy

Student safety is of critical importance. The Office of Global Studies regularly reviews information provided by the U.S. Department of State ([www.state.gov](http://www.state.gov)), including information from embassies and consulates in respective countries, and monitors other sources, such as advisories from the Association of American College and University Programs in Italy (AACUPI) and the Italian government.

The U.S. Department of State provides travel information on all countries and, as necessary, will issue a Travel Advisory or a Travel Alert under certain conditions. Not all Travel Advisories and Travel Alerts are of the same level of severity. Travel Advisories “apply up to four standard levels of advice, describe the risks, and provide clear actions U.S. citizens should take to help ensure their safety.” Travel Alerts, on the other hand, are issued “to inform U.S. citizens of specific safety and security concerns in a country, such as demonstrations, crime trends, and weather events.” Current Travel Advisories and Alerts, along with additional safety information for travelers, can be found on the State Department’s Bureau of Consular Affairs website ([www.travel.state.gov](http://www.travel.state.gov)).

Depending on the circumstances, the University of Mary may change or cancel a university-planned event or excursion, a student-planned event or excursion, or the entire Rome Program. If time warrants, a decision to change or cancel an event or excursion will be made in consultation with the Director of the Rome Campus and, if possible, with the administration of the University of Mary. However, if time does not warrant, then the University of Mary representative on site has the discretion to determine whether to change or cancel the event or excursion.

The University will provide the program participant(s) with as much advance notice as possible of its intention to change or cancel an event, excursion, or the Rome Program.

If an event or excursion is changed or canceled, the University will assist the program participant(s) in arranging transportation back to the Rome Campus. If the Rome Program is cancelled, the University will provide program participant(s) with reasonable assistance in arranging transportation back to the United States; however, the participant(s) will be responsible for all costs incurred in connection with transportation back to the United States, if such costs are not covered by their student travel insurance policy. A participant who remains

in a location or foreign country after receiving notice of the University's intention to withdraw from the event, excursion or program retains complete responsibility for his/her own care and safety, and the University will have no liability for the participant's care and safety after the University's withdrawal.

Should cancellation of an event, excursion or the Rome Program become necessary for safety reasons, an emergency, a public health crisis, or an "act of God," the University of Mary may not be able to refund any of the associated fees or charges.

In the event of a cancellation, the University of Mary will make every effort to help students complete academic course work of the Rome Program.

Should a participant wish to withdraw voluntarily from the Rome Program for reasons of personal safety or other personal or familial concerns (i.e., if the University determines to continue the Rome Program or a component of it), the student will forfeit any possible refunds and is responsible for arranging and paying for travel expenses related to the voluntary withdrawal.

**Approved**

*April 2017 by the President of the University*

*Revised 16 October 2020 by the President's Council*

*26 October 2020 by the President of the University*

*30 October 2020 by the Board of Trustees*

*Delivered 19 November 2020 to University Senate*