

## Rome Program Cancellation 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 embassies in respective countries, and monitors other sources, such as announcements from Drum Cussac, a travel risk management firm contracted through HTH international insurance ([www.drum-cussac.com](http://www.drum-cussac.com)).

The US Department of State provides travel information on all countries and, as necessary, will issue a Travel Warning or Travel Alert under certain conditions. Not all Travel Warnings or Alerts are of the same level of severity. Generally, Travel Warnings are “issued to describe long-term, protracted conditions that make a country dangerous or unstable,” and may be country-specific or for an entire region. Travel alerts are “issued to disseminate information about short-term conditions, generally within a particular country (but may be for a region) that pose imminent risks to the security of U.S. citizens. Natural disasters, terrorist attacks, coups, anniversaries of terrorist attacks, election-related demonstrations or violence ... are examples of conditions that might generate a travel alert.” Current Travel Warnings and Alerts can be found on the State Department 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 in arranging transportation back to the Rome Campus. If the Rome Program is cancelled the university will assist the program participant(s) 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 Drum Cussac. 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, 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 academic course work of the Rome Program for reasons of personal safety (i.e. if the university decides to continue the Rome Program or a component of it after the less severe Travel Alert from the State Department), 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

August 2017 by the Executive Committee of the University of Mary Board of Trustees