To: Spring 2020 Study Abroad Students  
Sent: Tuesday, March 3, 2020  
Subject: Penn Update Regarding Coronavirus (COVID-19) and Spring 2020 Study Abroad

Dear Penn Students Abroad,

The University of Pennsylvania remains committed to supporting all students whose semesters are disrupted by the unprecedented circumstances arising from the COVID-19 outbreak, and we thank you for your patience and understanding as we work through the many challenges that have arisen through this situation. This message provides updated guidance on study abroad for the remainder of the Spring 2020 semester. **It is extremely important that you read the full contents of this message and that you contact your School advisor prior to making a decision about leaving your abroad program.** We are also sharing this email with your listed emergency contact, and urge you to discuss this information with your parent or guardian.

**ACADEMICS**

In response to new guidance issued by the CDC, you may be considering a return home from your abroad program, regardless of CDC warning level. As you make your decision, we urge you to work with your Penn Abroad Global Programs Manager to ascertain the options offered by the abroad program to complete this semester and your School academic advisor to assess how a return would impact your academic program. It is important to carefully consider options for online coursework and exams that may be available through your abroad program as you decide whether to withdraw from your study abroad program.

Penn Abroad is reaching out regularly to partner institutions abroad to see what options exist, or could exist for remote learning and assessment, and is providing that information in real-time to home School advisors. This information will differ across abroad programs so it is important that you establish a plan with your home School academic advisor. Advisors by home School are listed at the bottom of this message.

**TUITION AND CREDIT**

Penn’s undergraduate Schools are discussing how best to support academically undergraduate students who, due to the COVID-19 outbreak, are unable to continue in their study abroad coursework. In response to these unprecedented circumstances, Penn is allowing undergraduate students who withdraw from their study abroad program due to COVID-19 and elect to take a leave of absence for the Spring 2020 term to be eligible for a tuition credit. This credit may be applied toward tuition charges for Penn summer courses or for tuition charges in any future Fall or Spring term of enrollment at Penn. This credit is not refundable to you and is not applicable to tuition charges at other institutions in the US or abroad. Further, this credit is applicable toward tuition charges for courses that contribute to the requirements of your current program of study at Penn only and is not applicable toward tuition charges for extra coursework that is otherwise not required for your current program of study at Penn, such as a submatriculated Master’s degree or second Bachelor’s degree for single degree undergraduate students.

If you decide to withdraw from your study abroad program, you must consult with your School advisor and with SRFS to work out your academic plan going forward and to make a determination of how the tuition credit can be applied to your account. We are sympathetic to the unprecedented nature of this
situation and its impact on your plans, and will work with each student to find the best solution under the circumstances.

DEPARTURE
At this time, Penn is extending facilitated departure to all students abroad who choose to come home, regardless of CDC risk level. If you choose to depart your abroad program at this time, Penn will process a one-time reimbursement up to $500 for an airline ticket from your abroad location to Philadelphia or your home location only. Penn will not reimburse a ticket to a third-country location. If you wish to be reimbursed, you must first try to rebook an existing ticket and Penn will cover the change fee and any additional fees up to $500. If you are unable to rebook your existing ticket, you will be expected to book an economy class one-way fare to Philadelphia or your home location. After making your booking, contact your Penn Abroad Global Programs Manager (GPM) with details about your ticket. Your GPM can also assist you with making this booking, if needed.

DEADLINE FOR NOTIFICATION OF DEPARTURE
The offer for a facilitated departure as described above is available for two weeks from today. If the country in which you are studying abroad moves to CDC Level 3, we will re-extend the offer for fully-funded facilitated departure.

WAIVER TO STAY
It remains your decision to remain or depart. Should you choose to remain abroad AND you are in a CDC Level 3 country, you will be required to sign a waiver acknowledging your decision to stay despite Penn’s recommendation. You will continue to be supported by ISOS through this time.

INTERNATIONAL STUDENTS
If you are an international student studying abroad this spring semester, it is important that you contact ISSS to discuss how a decision to remain or depart early may affect your US international student visa status. Please contact International Student and Scholar Services (ISSS) at: isss@pobox.upenn.edu.

We want to extend to all students abroad this Spring semester our commitment to supporting you through this challenging time. This unprecedented event is affecting so many countries and people around the world, but we want you to know that the University is working to ensure that all the Penn community continue to be supported and informed to make decisions regarding your abroad experience. We thank you for your ongoing patience and understanding.

Sincerely,

Nigel Cossar, Director of Penn Abroad and Global Programs
Matt Sessa, Executive Director of Student Registration and Financial Services (SRFS)

Cc:         Undergraduate Advisors

Advisors by Home School:
  o  **College**: Connect with advisors by region: [https://www.college.upenn.edu/node/209](https://www.college.upenn.edu/node/209)
  o  **Wharton**: All regions, contact Dr. Celina Gray ([celina@wharton.upenn.edu](mailto:celina@wharton.upenn.edu))
  o  **SEAS**: All regions, contact Dr. Sonya Gwak ([sgwak@seas.upenn.edu](mailto:sgwak@seas.upenn.edu))
  o  **Nursing**: All regions, contact Dr. Georgia Kouzoukas ([kgeorgia@nursing.upenn.edu](mailto:kgeorgia@nursing.upenn.edu))
  o  **Huntsman**: All regions, contact Kelly Cleary ([clearyk@wharton.upenn.edu](mailto:clearyk@wharton.upenn.edu))