

# FINANCIAL AID CHECKLIST FOR STUDENTS WHO ARE GOING TO TAKE CREDITS AT ANOTHER INSTITUTION, PARTICIPATE IN STUDY ABROAD OR FIELD EXPERIENCE AND WHO WISH TO RECEIVE TITLE IV FUNDS

If you wish to study abroad or take classes and transfer credits to CSC from another institution and receive financial aid, you must make an appointment to meet with Teresa McCormack in the Financial Aid Office. We recommend starting this process at least 2 semesters but no less than 1 semester before the semester you will begin your study abroad program.

The following issues will be addressed:

1. You must have a valid FAFSA on file. Valid means an application with which we can disburse funds, verification is complete and all applicable issues have been addressed.
2. Prior approval of transfer credit form (s) must be complete for each class. Bring copies to the meeting. Turn the originals in to the Student Services Center for Registrar's approval.
3. We must have a name, phone number and e-mail address of a contact person at the other institution.
4. All budget/costs related to attendance, including airfare, fedex charge to mail tuition payment to school, passport if required, visa if required, additional medical coverage, etc. should be listed on a study abroad budget form.
5. You must provide a list of all expenses for the study at another institution. The list must include a document from the instructing school which indicates direct costs: tuition, fees, supplies, room and board (if applicable) and travel (if applicable).
6. We need to know where to send any refund to you and/or other parties.
7. Understand that we may need to communicate with you during your study abroad (e-mail).
8. We will discuss problems you may face regarding medical issues, additional expenses, currency exchange, credit cards, checking accounts, transfer of funds, withdrawal from program consequences, grades and their impact on your CSC grade point average.
9. The maximum number of credits you may take while abroad are 30.
10. If you are currently living on campus, please contact the Director of Residence Life with your plans.

