

2009-2010 Education Abroad Documentation Form

Student ID Number: _____ Email: _____

Student's Full Legal Name: _____ , _____
(Please print clearly) last first middle

Permanent Address _____
street city state zip
Check all that apply:

- | | |
|--|---|
| <input type="checkbox"/> Undergraduate | <input type="checkbox"/> CESA |
| <input type="checkbox"/> Graduate | <input type="checkbox"/> Bi-lateral Exchange/ISEP |
| <input type="checkbox"/> In-state | <input type="checkbox"/> Non-VT Program |
| <input type="checkbox"/> Out-of-state | <input type="checkbox"/> VT Faculty-led |

Name of Program _____

Location: _____

Term of study: Fall Spring Sum I Sum II

- Students choosing to participate in a credit-bearing Education Abroad program are required to provide cost documentation of their program. Additional expenses for the Education Abroad program **may** be added to the student's overall cost of attendance. However, **this does not guarantee eligibility for additional aid**. Please note a completed FAFSA must be received prior to completing this form.
- **Only signed, complete forms will be processed.** A meeting with a financial aid counselor is advised. Per federal regulations, aid cannot be disbursed prior to the beginning of the Virginia Tech semester in which you are traveling. **You are responsible for making arrangements to cover program costs due prior to the time that funds can be disbursed. There is no guarantee that financial aid will cover your costs for the program.**

I understand my responsibilities as an Education Abroad student

Student Signature (required)
(for Education Abroad Office use only)

Education Abroad Office Certification

Please complete the sections below verifying the costs of the Education Abroad program for the student indicated and if applicable, attach consortium agreement for this student and a breakdown of the costs listed below:

Term I		Semester /Yr	Term II		Semester/Yr
		Credits			Credits
\$	_____	Term Room Cost	\$	_____	Term Room Cost
\$	_____	Board Cost	\$	_____	Board Cost
\$	_____	Personal Expenses	\$	_____	Personal Expenses
\$	_____	Tuition & Fees	\$	_____	Tuition & Fees
\$	_____	Additional Fees	\$	_____	Additional Fees
\$	_____	Textbooks	\$	_____	Textbooks
\$	_____	Airfare	\$	_____	Airfare
\$	_____	Program Fee (if any)	\$	_____	Program Fee (if any)
\$	_____	Total Term Cost	\$	_____	Total Term Cost

Education Abroad Signature

Date

2009-2010 Important Facts for Education Abroad

1. **File the Free Application for Federal Student Aid (FAFSA) as soon as possible** - this will allow University Scholarships and Financial Aid (USFA) to review and award any possible aid. You are always able to decline aid if you do not need it.
 - a. **Summer programs** – complete a Summer Aid Application (available in April from USFA).
 - o Summer **2009** programs must complete the **2008-2009 FAFSA**.
 - o Summer **2010** programs will require the **2009-2010 FAFSA**
 - b. **Fall 2009/Spring 2010 Programs** - submit **2009-2010 FAFSA** online at www.fafsa.ed.gov, VT school code is **003754**.
 - c. **Winter Break Programs** – Per federal regulations, financial aid is not available for these programs.
2. **Complete the student portion of the Education Abroad Documentation Form** - return the form to the Education Abroad Office (International Affairs Offices, 526 Prices Fork Road, Room 131) for completion.
3. **Follow up with a financial aid counselor** to determine financial aid eligibility and other aid options according to processing timeline below.
4. **Submit a copy of your program acceptance letter** to the Education Abroad Office. The Education Abroad Office must receive proof of your acceptance before processing your documentation form.

Processing Timeline – this form is typically processed according to the timeline below:

EDUCATION ABROAD TERM	THIS DOCUMENTATION FORM SENT TO USFA
Fall Term (August 2009)	June/July 2009
Spring Term (January 2010)	October/November 2009
Summer Term (June/July 2010)	April/May 2010

- Once USFA receives documentation from the Education Abroad Office, we will begin to process the information. Processing takes approximately **2 weeks**.
- **VT-Direct, ISEP-Direct, and all non-VT programs** require a separate **consortium agreement** since they involve enrollment through another University. The Education Abroad Office handles the consortium agreement and any additional forms required.
- **Some types of financial aid cannot be used with consortium programs.** A financial aid counselor can review your aid to see if it can be used with your particular program.
- **All requirements** should be completed well in advance of program departure date.
- Per federal regulations, **aid cannot disburse any earlier** than the start of the Virginia Tech semester in which you are traveling,.
- If you are attending VT-Direct, ISEP-Direct, or non-VT programs requiring a consortium agreement, **aid will not disburse until you have reached your destination and officially enrolled in classes.** You must request an administrator from the host university to complete a Verification of Enrollment Form and fax it to the VT Education Abroad Office, who will in turn notify USFA. No one else can confirm your enrollment.
- It is important that **transcripts from the host institution** be received and processed promptly. You will receive a **one semester grace period** in which you will be allowed to receive financial aid while your transcript is being sent from the host institution and evaluated. No aid will be disbursed in the second semester following your Education Abroad Program until all transcripts are received and evaluated.
- If you have **program costs** that are **due prior** to the time that funds can be disbursed by USFA, **you** will be responsible for making arrangements to **pay the up-front costs**.
- Students must have a **2.5 GPA** and be in good academic standing to participate in an Education Abroad Program.
- There is **NO GUARANTEE that financial aid will cover your costs** for the program.