



***FINANCIAL AID
INFORMATION AND APPLICATION
FOR STUDY ABROAD PROGRAMS***

STUDY ABROAD

Fitchburg State University students may apply for financial aid to assist in meeting the cost of education for approved study abroad and exchange programs. Many students have been able to participate in foreign study abroad programs with the assistance of loans, grants, and/or scholarships. It is very important to apply early when students plan to use financial aid to help pay for study abroad. This will enable you to determine whether you will be financially eligible to participate.

Students enrolled in study abroad programs are still considered to be enrolled at Fitchburg State University. In order to qualify for financial aid, the study abroad program must be accepted for credit by Fitchburg State University.

PROGRAMS

FSU Study Abroad Exchange Programs: Students are charged Fitchburg State University tuition and fees. Additional fees would come in the form of transportation costs, housing and a student visa. A student's eligibility for financial aid remains the same as for those students studying at FSU.

- Submit copy of approved PRAF Form
- Submit Budget Sheet for additional expenses

FSU Faculty led Programs: These programs are currently held during Spring Break, Summer and Spring semester. Students have a payment schedule for these programs (see International Education Website for each specific program). If eligible students may use a refund to assist them with their payments.

- Meet with Financial Aid Counselor to verify you have received maximum loans for the year and discuss other loan options.

Provider led: Students are charged by the host institution. Students are not eligible for tuition and fee-based FSU financial aid, such as the Tuition Waiver, MA Cash Grant and some Admissions scholarships. Students retain their eligibility for federal financial aid, some state financial aid and some FSU financial aid.

- Students will complete Study Abroad packet.

Students that do not go through the Office of International Education may be ineligible for certain types of financial aid. Please contact International Education at ext. 3089 if you have any questions about a program.

AVAILABILITY OF FINANCIAL AID

Financial need is calculated on the basis of the estimated costs of the study abroad program. If the total cost of the study abroad program exceeds the FSU budget for that same period, the additional cost may be covered with loan funds (subject to availability.) Because work study cannot be assigned during a period of study abroad, there may be a gap in your financial aid award which may be filled with additional loans, if available. Although the Financial Aid Office will attempt to assist students with these additional costs, the student is ultimately responsible for meeting the added expense of study abroad.

If you have been awarded an outside scholarship, you must notify the awarding organization of your plans to study abroad in order to confirm your continued eligibility. If a change occurs in the amount of an outside scholarship due to study abroad, a letter from the organization must be sent to the Financial Aid Office in order to verify the change.

You must also notify the Financial Aid Office of any grant, loan and/or scholarship awarded by the agency or institution that sponsors your study abroad.

APPLICATION PROCESS

General Deadlines:

March 1st for Fall Semester Programs

November 1st for Spring Semester Programs

A late application may jeopardize the availability of financial aid. Please submit all materials as soon as they are requested.

Required Materials:

1. FAFSA (Federal Application for Federal Financial Aid)*
2. FSU Application for Financial Aid for Study Abroad**
3. Study Abroad Budget Form**
4. Consortium Agreement**
5. International Preliminary Registration/Approval Form (PRAF)***

* Completed on line at www.fafsa.gov

** Contained in this packet

*** Available in the Office of International Education

**FINANCIAL AID OFFICE APPLICATION FOR FINANCIAL AID FOR STUDY
ABROAD**

Name: _____ Student ID #: _____

Permanent Address: _____

I plan to study abroad for:

_____ Summer Semester

_____ Fall Semester

_____ Spring Semester

_____ Spring Break

Study Abroad Location/University: _____

Please Check One:

_____ FSU Exchange Program

_____ FSU Faculty Led Program

_____ Provider led

First Day of Classes: _____ Last Day of Classes: _____

Please provide a copy of a cost sheet from the program sponsor as well as the following information:

Sponsoring Agency or Institution: _____

Address: _____

Contact Person: _____

Email: _____

Phone: _____ Fax: _____

Student Signature: _____ Date: _____

Please return to: Financial Aid Office, Fitchburg State University, 160 Pearl Street, Fitchburg, MA 01420
Or fax to (978) 665-3559

BUDGET FOR STUDY ABROAD
(Please provide budget sheet from the International Office)

INSTRUCTIONS: If you are applying for financial aid for a study abroad Exchange or Provider led program, you must submit accurate and verifiable budget information to the FSU Financial Aid Office. Complete the information below and attach written documentation of the costs.

Student Name: _____ Student ID# : _____

Study Abroad Program: _____

Study Abroad Expenses:

You must provide documentation of the following expenses: tuition, required fees (please list these individually), room and board, books, and transportation.

Tuition: \$ _____

Fees: _____ \$ _____

Visa: _____ \$ _____

_____ \$ _____

Room: \$ _____

Board: \$ _____

Books: \$ _____

Transportation:

Airfare: \$ _____

Other: \$ _____

Other: \$ _____

Total Expenses: \$ _____

Student Signature: _____ Date: _____

Please return to: Financial Aid Office, Fitchburg State University, 160 Pearl Street, Fitchburg, MA 01420
Or fax to (978) 665-3559

Fitchburg State University
Consortium/Contractual Agreement
(For Provider led programs)

This agreement between Fitchburg State University, to be known as the HOME INSTITUTION, and _____, to be known as the HOST INSTITUTION, is for the purpose of allowing a matriculated student of Fitchburg State University to receive financial aid based on their enrollment at the HOST Institution during the effective duration of this agreement.

STUDENT SECTION: To be Completed by the Student

Name: _____ Student ID# _____	
Dates of Study at Host Institution: _____ to _____	
Name of Host Institution: _____	

ENROLLMENT VERIFICATION: To be completed by the Host Institution

Enrollment Dates: _____ to _____			
Course Title	Credits	Course Number	Cost (U.S. \$)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total Number of Credits: _____			

COST OF ATTENDANCE VERIFICATION: To be Completed by Host Institution

Institutional Budget: _____	Pell Budget: _____
Financial Assistance: (include all scholarships, grants, waivers, stipends or financial support being provided by the Host Institution: _____)	

CERTIFICATION

The HOME Institution agrees to determine eligibility for and to disburse, as applicable, the following types of aid: Federal Loans and/or Federal Pell Grant and/or Federal PLUS Loan and/or Campus Based Program funds and/or Massachusetts state aid. Such aid will be paid for the period specified under this agreement. Payment of any award as a refund is contingent upon the student completing all required documents and procedures. All loans and/or grants must be fully processed and credited to the FSU student account before a refund will be issued. Refunds will not be made until the midpoint of the FSU semester.

The HOST Institution agrees NOT to provide Federal Loans and/or Federal Pell Grant and/or Federal PLUS Loan and/or Campus Based Program funds and/or Massachusetts state aid to the student. The Host Institution also agrees to notify the Home Institution of any financial assistance, such as scholarships, grants, waivers, stipends, or any other form of assistance. In addition, it is the Host Institution’s responsibility to notify the Home Institution if the student fails to enroll, changes their enrollment or withdraws at any time from all classes prior to the conclusion of the term specified by this agreement.

This agreement will commence and terminate as of the dates stated within.

Home Institution Financial Aid Officer Signature

Host Institution Authorized Signature

Name

Name

Title

Title

Fitchburg State University

School Name

School Name

160 Pearl Street Fitchburg, Ma 01420

Address

Address

Phone Number

Phone Number

Please return to: Financial Aid Office, Fitchburg State University, 160 Pearl Street, Fitchburg, MA 01420
Or fax to (978) 665-3559



STUDY ABROAD RELEASE OF FUNDS

Name: _____ Banner ID: _____

Semester: Fall Spring Summer Year: _____

Program: _____

Agency: _____

Original Cost Due to Agency:

Deposits and other payments:

Amount Due to Agency*:
**Attach invoice*

Amount Due to FSU:

Total Financial Aid:

Financial Aid to be released to Agency:

Financial Aid to be refunded to student:

Please carefully read below, sign and date:

I authorize Fitchburg State University to pay the above amount to the above stated agency with any federal, state, institutional or private funds that have been applied to my FSU student account and have created a credit after the satisfaction of institutional charges. I understand that my refund will be made payable to the agency and will be mailed or otherwise transferred directly to the agency. I also understand that any remaining funds will be made available to me via direct deposit. (Visit www.fitchburgstate.edu/studaccts to set up your eRefund.) I authorize Fitchburg State to confirm the balance due prior to the release of payment to the agency. If the amount due to the agency is less than stated above, I understand that the balance will be refunded to me in the manner stated above. If the amount is greater, I understand that I will be contacted for further authorization.

I may rescind this request in writing to the Student Accounts Office. I also understand that if for any reason my financial aid is cancelled or reduced I will be responsible for any funds due to Fitchburg State University or the above agency and the University will not be held liable for any amount due. This request will only be in effect for the semester(s) indicated above during which I am studying abroad.

Signatures:

Student: _____ Date: _____

International Education: _____ Date: _____

Financial Aid: _____ Date: _____

Student Accounts: _____ Date: _____

FINANCIAL AID CHECKLIST

- _____ Meet with the Office of International Education.

- _____ Complete all Financial Aid for Study Abroad application materials well in advance of your departure date.

- _____ Sign the Perkins Loan and/or Federal Direct Loan promissory note prior to departure. If a promissory note is not signed before you leave it will be sent to your permanent (home) address and you will be responsible for having it forwarded to your study abroad address. Payment of funds cannot be guaranteed if you do not sign your note prior to your departure.

- _____ Submit the Release of Funds Form to the Student Accounts Office prior to your departure date.

- _____ If you are studying abroad during the spring semester, make arrangements to receive your financial aid application materials for the following year. Applications are due on March 1st. A late application will jeopardize aid eligibility for the upcoming year.

- _____ Remember to have an academic transcript of your study abroad program forwarded to Fitchburg State University, Office of the Registrar, upon completion of the semester.
Incomplete grades with the FSU Registrar may affect your eligibility for financial aid.

IMPORTANT PHONE NUMBERS

Financial Aid	(978) 665-3156	(978) 665-3559 (fax)
Student Accounts	(978) 665-4126	(978) 665-3559 (fax)
International Education	(978) 665-3089	(978) 665-4040 (fax)
Registrar	(978) 665- 4196	(978) 665-4540 (fax)