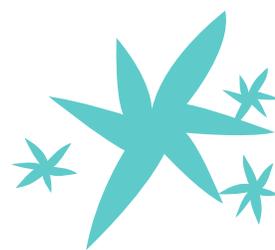


Stephens College Study Abroad



Programs, Policies and Practices

Approval Date: 1/16/18



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STEPHENS
COLLEGE



Study Abroad and Volunteer Experiences
Mission Statement

Ethics

Study Abroad Advising

Volunteer Experience Advising

Eligibility

Eligibility: Leave of Absence

Application Process

Budget

Financial Aid

Consortium Agreement

Accounting

Approved Semester Programs

Summer & Intersession Programs

Refund Policy

Study Abroad and Volunteer Experiences - Mission Statement

The Study Abroad Office provides resources and guidance for students to explore learning experiences worldwide. We provide multiple formats and believe international learning experiences are integral to a quality liberal arts education. Through these experiences, students will learn, grow and lead – and increase knowledge, self-realization, humanitarianism and enhance life skills.

Ethics

All study abroad/volunteer students are bound by the Stephens College code of Academic ethics both during the application process and while abroad. Students are obliged to refrain from acts which they know, or under circumstances have reason to know, violate the academic integrity of the College. Violations of academic ethics include, but are not limited to: cheating; plagiarism; submitting the same or substantially similar work to satisfy the requirements of more than one course without permission; submitting as one's own the same or substantially similar work of another; knowingly furnishing false information to any agent of the College for inclusion in academic records; falsification, forgery, alteration, destruction or misuse of official College documents or seal. All students must sign a Statement of Understanding agreement to adhere to this policy as part of the application process.

Study Abroad/Volunteer Advising

Students are required to meet with the Study Abroad Advisor prior to applying to study abroad or volunteer programming. Stephens has a dual application process, whereby the student completes a Stephens College application prior to completing an application for Stephens approved programming. This ensures the transfer of credit and financial aid if needed. Students taking academic programming work closely with their academic advisor and the study abroad coordinator to ensure that courses selected will be accepted for the students major/minor.

Volunteer Experience Advising

Students are not allowed to use financial aid for this programming. They do have to go through the Stephens College application process and will need to meet several times with the study abroad advisor.

Eligibility

All Stephens students traveling abroad will need to meet the following eligibility requirements:

- *Student must have a GPA of 2.5 or greater
- *In most cases, the student must complete their last semester in residence at Stephens College
- *Student must be in good academic and disciplinary standing
- *Student must be in good standing with accounting – No outstanding balances.
- *Student needs to have been enrolled at Stephens for one year (there are exceptions made for transfer students)
- *Students who are taking coursework and using financial aid must be enrolled in full time programming (12 hours for semester and 6 hours for summer). You must be qualified to take your overseas courses, and you must have course prerequisites as determined by the host institution in order to register for classes abroad.

Eligibility: Leave of Absence

Eligibility for Study Abroad at Stephens College is based, in part, on academic record and progress toward the degree. Students who have been on Leave of Absence the semester prior to application may be conditionally accepted pending academic performance in the semester of application. Students may not apply for study abroad while on Leave of Absence. Students must be enrolled the semester of application to be eligible to study abroad. As always, study abroad is a dual application process and students must meet the eligibility requirements of both Stephen College and their host institution.

In rare cases, a student may be granted a Leave of Absence (forms are obtained through Student Development) to attend a nonaffiliated program. Any coursework taken must be approved by the academic advisor.

The Application Process

1. All students must first meet with the Study Abroad Coordinator to review the application process.
2. The student must complete the Stephens Study Abroad/Volunteer application and have it approved prior to applying for the chosen program.
3. Students using financial aid are encouraged to select a program from the list provided on the Stephens website (Affiliated Programming). This ensures that financial aid is transferrable to academic programming overseas. If the provider is not an affiliate of Stephens College, a Consortium Agreement must be completed as part of the application process.
4. In most cases, the study abroad coordinator will provide a payment plan for each student.
5. All students sign a "Statement of Understanding" and are required to purchase International Health Insurance.
6. All students attend a pre departure orientation prior to leaving the country.

Budget

All students interested in travel (study abroad/volunteer or internship) are required to complete a financial budget worksheet. This document reflects the estimated costs for the selected program. The financial budget worksheet is a document that the student should share with parents/guardians. Students are required to meet with financial aid to review this budget and determine what amount, if any, of a student's financial aid can be applied to this experience.

Financial Aid

Stephens College will not disburse financial aid early to assist with study abroad expenses. If a student is studying abroad through an affiliate program (ISA/IFSA/SAI/Arcadia), and their payment due dates are before our aid disbursement date, Stephens will notify the affiliate of this late payment. Stephens College has an agreement with affiliated programs and Stephens will be billed for tuition and board only. Students will be responsible for all other costs. Should a student's financial aid not cover the entire costs associated with tuition and room, the Study Abroad Coordinator will create (in writing) a payment plan with copies sent to the student and accounting.

Should a student elect to work with an unaffiliated program provider, the student should inquire about a payment deferment form. It should be completed and returned with a copy to the Stephens Office of Financial Aid. Students must be enrolled at Stephens College in order to receive state/federal aid.

The allowance for expenses will be the same as for residential students on campus unless the estimated costs of the study abroad program is more. Should that be the case, the expense budget will represent the

study abroad budget. It is the student's responsibility to provide the Financial Aid Office with the program's expense budget.

In most cases, financial aid can be applied to academic programming. Students need to work with the Study Abroad Coordinator and Financial Aid to ensure that financial aid is approved for any program that is selected by the student. It is rare, but in some cases financial aid may not be approved. Using financial aid for summer programming is discouraged.

Students using financial aid must be enrolled as full time students (6 hours for summer and 12 hours for semester).

It is also important for the student to understand/know exactly when this aid can be dispersed. The student will also need to work closely with Accounting.

Consortium Agreement

A Consortium Agreement is a binding agreement between eligible schools which enables you to receive various types of aid from Stephens College while being enrolled as a visiting student at another school. Stephens College is considered your home school and the visiting school is referred to as the host school.

A student may select a study abroad program not listed on the website, but the institution must be accredited in order to use financial aid. A Consortium Agreement would have to be completed and approved before Title IV funding could be released to the academic institution. The Consortium Agreement states that Stephens College is to be billed for tuition only. The student will be responsible for all other costs associated with the experience.

Accounting

All Students who participate in study abroad and receive financial assistance through Stephens College Financial Aid Office will be billed through the Accounting Office in the same manner as all residential students. Stephens College retains the right to bill the student directly for any fees which exceed the amount of Stephens College comprehensive fees. Funds received electronically can be applied directly to the students account. If funds are received via paper check, the student must provide a personal endorsement before funds can be credited to their account. If the student is due a refund, a request must be made in the Accounting Office with specific instructions as to where the refund should be send or specifying the individual who has the right to pick up the refund in place of the student.

In some cases, the student will be required to sign a form entitled "Authorization to hold a Federal Student Aid Credit Balance".

Approved Semester Programs

Students who study abroad through an approved semester external program are charged the cost of their program as established by the Host University or provider.

Institutional Grants and Scholarships are available for the Ewha Woman's University ONLY. This source of funding WILL NOT be available for any other study abroad program.

Stephens College institutional aid can't be used for study abroad or volunteer experiences. Outside scholarships may be used for study abroad, if approved by funding source. If a student has an outside scholarship, a letter stating that she will continue to receive the scholarship for the study abroad/volunteer experience must be submitted to the financial aid office.

Students may apply for additional funding opportunities for study abroad. Possible scholarships are listed on the Stephens website. This is not an exhaustive list.

Summer and Interession Programs

Students' financial aid packages do not generally provide Title IV funding for summer/interession experiences, domestic or international, because it draws from the students traditional year limits. Federal Parent Plus loans and Alternative loans are available, if approved, to help supplement funding if necessary. If additional funding is needed, we encourage students to explore scholarships and discuss with the Financial Aid Office whether additional loans are available.

Refund Policy

The study abroad/volunteer application has an application fee that is nonrefundable.

Students should consider study abroad options carefully prior to making a commitment. Should students withdraw from a study abroad program after having submitted their program acceptance forms, they are responsible for all non-recoverable costs associated with their program. The program provider will refund recoverable expenses, excluding non-refundable deposits, once we receive a final billing statement from students' programs. Recoverable expenses are determined by the program provider in consultation with Stephens College. Each provider has a cancellation policy that the student should review with her parents/guardian. If for any reason study abroad plans change, the Office of Study Abroad should be contacted immediately so we can work out the financial impact of the voluntary withdrawal.

Students involuntarily withdrawn or dismissed from a program for cause will receive no refund, may not be eligible for credit for coursework completed on the program abroad and are responsible for any costs incurred by early dismissal.

Stephens College strongly recommends the purchase of trip insurance.

Originating Offices: Study Abroad, Academic Affairs, Admissions

