

**STEPHENS COLLEGE STUDY ABROAD SUPPLEMENT
(FOR SUMMER AND SHORT-TERM PROGRAMS)**

STUDENT INFORMATION

Last Name First Name M.I. Student ID Number

DOB: ___/___/___ Email _____ Class Standing: Fr So Jr Sr

Degree program: _____ Minor(s): _____

Campus or local Address City State Zip cell phone #

Permanent Address City State Zip permanent phone #

TO BE COMPLETED BY STEPHENS REGISTRAR'S OFFICE

Has the student been on academic probation? ____ Yes ____ No

(If yes, please explain below)

Cum. Grade Point Average _____ Credit hours completed _____

Student will be off campus: _____ semester/year

REGISTRAR: Does the student need to do anything in advance of her departure in order to **be prepared to return to campus**? If so, please note:

____ Student will remain enrolled as a Stephens student during this experience

____ Student must complete Leave of Absence Form. Date completed _____

____ Registrar's Signature _____ Date

TO BE COMPLETED BY STEPHENS ACCOUNTING OFFICE

_____ The student's account is in good standing

_____ Billing address is accurate.

_____ The student's account is NOT in good standing. (Please explain below).

_____ The student needs to complete Authorization to Hold a Federal Student Aid Credit Balance Form.

_____ Student has requested that a check be sent to parents/legal guardians at the address below:

Accounting office staff signature

Print name

Date

FINANCIAL PLANNING WORKSHEET

Expenses:

Program fees/tuition	\$ _____
Passport and visa fees	\$ _____
Travel to/from departure airport	\$ _____
Round-trip airfare	\$ _____
Additional transportation in destination country	\$ _____
Housing	\$ _____
Refundable housing deposit	\$ _____
Health insurance	\$ _____
Meals	\$ _____
Spending money	\$ _____
Miscellaneous expenses (e.g. cell phone, prescriptions)	\$ _____
Other: _____	\$ _____

Total estimated budget: \$ _____

Funds:

Savings on hand	(\$ _____)
Family contribution	(\$ _____)
Scholarship(s) (see financial aid worksheet)	(\$ _____)
Work income prior to departure	(\$ _____)
Additional source(s) of funds _____	(\$ _____)

Total funds: (\$ _____)

Remaining balance: \$ _____

TO BE COMPLETED BY STEPHENS FINANCIAL AID OFFICE

Choose one:

_____ Student enrolling with affiliate _____ and **WILL NOT** use financial aid

_____ Student enrolling with affiliate _____ and **WILL** use financial aid

_____ Student enrolling with non-affiliate and will pay directly (Direct Enroll). This student **WILL NOT** use financial aid and will need to complete *Leave of Absence Form* (obtain from Registrar's office)

_____ Student enrolling with non-affiliate (Direct Enroll) and **WILL** use financial aid. Student is required to complete a *Consortium Agreement*, prior to getting final approval for this study abroad experience.

Consortium Agreement given to student: _____ Date. Returned complete _____ Date

TOTAL estimated cost of trip (see Financial Planning Worksheet) \$ _____

Applicable grants, loans, scholarships (review with financial aid representative):

Federal Pell Grant \$ _____

Federal Direct Stafford Loan \$ _____

Student Alternative Loan \$ _____

Federal Direct Parent Plus \$ _____

Access Missouri \$ _____

Total available \$ _____

Additional scholarships to be applied for:

1) _____ \$ _____

2) _____ \$ _____

3) _____ \$ _____

4) _____ \$ _____

Stephens College scholarships and institutional aid do not apply to overseas travel.

Scholarships available through providers and other sources are listed on the Study Abroad web page: <https://www.stephens.edu/for-current-students/study-abroad/>

Scholarships are time-sensitive and need to be applied for ahead of deadlines set by providers!

TO BE COMPLETED BY ACADEMIC ADVISOR AND DEAN

Student Name: _____ Degree: _____ Minor(s) _____

Pre-approval of courses: Please review the student’s academic program at Stephens College and the curriculum of the study abroad program. Working with the student, complete the following information.

Institution name _____ Semester/year abroad _____

Overseas Course Name	Credit Hours	Credit type (elective/gen. ed./major/minor)	Stephens equivalent course #	Notes

For students studying abroad with affiliated programs, all grades will be posted and will affect your Stephens College GPA. For students studying with other programs, the semester hours earned will be added to your transcript as long as the grade received was a “C” or above. The credit will be transferred without grade points and will not affect your Stephens College GPA. The list of affiliate programs is available on the Stephens website: <https://www.stephens.edu/for-current-students/study-abroad/study-abroad-programs/>. *Grades from all other programs transfer as credit only.*

I have reviewed student’s plan and she is on track to graduate ___ Yes ___ No

I recommend this student to study abroad ___ Yes ___ No

Advisor Signature Print Name Date

Dean Signature Print Name Date

Students registering for *internships* must have a faculty member agree to serve as internship supervisor. Student must complete all CCPD internship forms.

Supervisor Signature Print Name Date

TO BE COMPLETED BY STUDENT AND VICE PRESIDENT OF STUDENT DEVELOPMENT

Student completes top half of form and leaves it with the Office of Student Development to complete and return.

To the student:

I understand that I am required to disclose my involvement in any illegal activity before I can be approved for an international experience.

_____ I have not been involved in illegal activity on or off campus.

_____ I have been involved in illegal activity on or off campus (please explain and attach to form)

I authorize Stephens College to communicate any information contained in my records in order for Student Development to complete the questions below.

Student name: _____ Signature: _____ Date: _____

To the Vice President of Student Development:

The student above is applying to a study abroad program. An international experience is a privilege, not a right. In order to select the best participants, the college reviews student records.

To the best of your knowledge, has the applicant been under any disciplinary action at Stephens or in the community at large? _____ Yes _____ No

(If yes, please explain on the reverse side).

Would you recommend this student for study abroad? _____ Yes _____ No

Signature of V.P. of Student Development: _____ Date: _____

The student should return this form in a sealed envelope to the Study Abroad Coordinator.