

## MARIETTA COLLEGE STUDY ABROAD POLICY AND PROCEDURE PURPOSE

The policy outlines how Marietta College grants and scholarships are awarded when a student chooses to participate in an off-campus study program. The applies to domestic and international off-campus study. This policy is effective from the Fall of 2024 forward.

### PROCEDURES

1. The student will provide the Office of Student Financial Services with the following items:
  - a. Completed Off Campus Approval Form
  - b. Itemized cost sheet from the program provider which details specific costs for tuition, fees, room and board, travel, and miscellaneous items if applicable.
2. The Office will prepare the Consortium/Contractual Agreement between Marietta College and the provider and email the document to the provider for signature.
3. After the off-campus study abroad form is signed by all required departments and distributed by the Records Office, the student will receive an estimate of their available financial aid.
4. When the signed consortium agreement has been received, the student's financial aid package will be adjusted following the policy. Federal and state financial aid will be adjusted based on the program cost of attendance in accordance with all federal regulations and state guidelines.
5. The student will receive an email stating their financial aid is available to view online in Self-Service.
6. Students must be prepared to pay up front charges on their own for items such as program deposit, transportation, passport, visa and immunizations.
7. The program provider will send an invoice to the Student Accounts Office. The Office of Student Financial Services will compare the invoiced costs with the estimated award and any adjustments will be made based on the actual costs.
8. One the student is at the destination and attending classes, the program provider will confirm attendance and then aid will be disbursed. PLEASE NOTE: arrival into the host country or attendance at an orientation program will not disburse your financial aid. The aid disbursement is only based on attendance to classes.

### POLICY

Students may receive up to 50% of their Marietta College grants and scholarships awarded for the semester to apply towards the costs of **tuition** for the off-campus program. Financial aid will only be given for courses that are determined by the Records Office to be towards their degree. Federal and state financial aid will be prorated based on the adjusted cost of attendance and can be applied to the remaining tuition costs and/or programming costs. The total amount of all available financial aid cannot exceed the cost of attendance.

There will be an off-campus fee of \$1,290 for fall and spring study abroad charged to the student bill for the semester of the off-campus programming to cover processing fees which include coordination of consortium/contractual agreements, invoicing, transcription of grades and other services for off-campus study. The summer term off-campus fee will be \$300.