

## Study Abroad Policy

The following is the Policy and Procedure for the Study Abroad program (s) at Delaware State University in terms of receiving Federal Financial Aid.

**Premise:** The Study Abroad program the student is participating must be an approved program. An approved program is one that Delaware State University Administration and Faculty completed a signed approved credit acceptance form. The Study Abroad program does not need to be offered within the major but it must be accepted towards degree completion and therefore appear on the student's transcript.

The approved Study Abroad program may be offered within Delaware State University where the enrollment and outcome success is evaluated by the Administration and Faculty of Delaware State University. Or the approved Study Abroad program may be offered through another Institution who will evaluate the outcome success and be the transcript issuing Institution. If the student is participating in a Study Abroad program offered within Delaware State University's enrollment, no consortium agreement is necessary and all types of financial aid can be applied, including institutional and state scholarships and grants. However, if the Study Abroad program is offered outside of Delaware State University, the student will be required to utilize a consortium agreement to access the Federal Financial Aid. No institutional or state funding can or will be utilized.

A consortium agreement is entered into with two Title IV approved institutions. A portion of the form is completed by the HOME institution or Delaware State University and a portion is completed by the HOST institution or the transcript issuing institution. Before this form can be completed, the approval form from the Academic Faculty must be completed with a copy given to the Financial Aid Study Abroad Coordinator. See the procedures or steps on the next page along with the required forms. Be sure to complete the forms for Records and Student Accounts to ensure proper credit and the release of any Federal Financial Aid.

It is the student's responsibility to understand the policies and procedures to receive Federal Financial Aid. It is the student's responsibility to fully understand the deadlines required for participation in a Study Abroad program and the procedures Delaware State University must follow that may impact the ability to meet payment deadlines. In other words, you may be required to pay deposits or purchase transportation tickets well in advance of having the program approved and/or before receiving a cash disbursement from Delaware State University.

Please read all of the instructions very carefully and request to meet with the Study Abroad Coordinator at least one semester in advance of participation. A step process is below for your convenience.

**Step One:** Meet with the International Affairs Office to begin the process.

Step Two: Obtain all required forms.

Step Three: Complete the “Student Request To Enroll in Courses  
At Another Institution for Transfer Credit.

Step Four: Complete the FERPA Release Form Student Records.

Step Five: Complete Release Form Student Accounts.

Step Six: Complete the Release of Funding Form-Student  
Accounts and Financial Aid

Step Seven: Complete the Consortium Agreement- Financial Aid

Step Eight: Complete the Residence Life Form deobligating the need for campus  
housing.

Step Nine: Meet with the International Affairs Office for the final stage.

Step Ten: Complete The Final Release Form signed by Records, Student Accounts,  
Financial Aid and Residence Life.

If all the above steps are not completed, student may not receive proper credit for course  
work nor have the Study Abroad program costs covered under the Financial Aid  
regulations nor have the funds released for payment.