



Office of Financial Aid & Scholarships
10501 Boulevard South - Fort Myers FL 33965-6565 - fax (239) 590-7923

Financial Aid Consortium Agreement – Study Abroad

This financial aid consortium agreement is required by the U.S. Department of Education in order for Florida Gulf Coast University to process Federal awards such as Pell Grants and Loans. Florida Bright Futures is only available for select State approved Study Abroad Programs. A student who is enrolled as a non-degree student at the Host institution, but is a matriculated degree candidate at Florida Gulf Coast University, may be eligible for qualified aid.

Section 1 – To Be Completed by the Student

| | |
|---------------------|---------------|
| Student's name : | UIN : |
| Permanent Address : | |
| E-mail address: | Phone Number: |

Florida Gulf Coast University will be referred to as the "Home" Institution throughout this document. The "Home" Institution and the "Host" Institution named herein, are entering into a consortium agreement.

- Home Institution Florida Gulf Coast University
- Host Institution _____

The student is completing this form for the following semester (check one):

- Fall _____ Spring _____ Summer _____
- **Proposed courses to be taken at the Host Institution during this semester:**

| Course Number | Course Title | Credit Hours | Start and End Dates |
|---------------|--------------|--------------|---------------------|
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Student's term and conditions for this agreement (Please read and sign)

1. You must attach a "**Course Pre-Approval Form for Study Abroad Programs**" form completed by your Academic Advisor documenting that the classes you will be taking at the Host institution will be accepted toward completion of your FGCU degree.
2. In addition to this 2 page "**Consortium Agreement**", you must submit the following documents to the FGCU Office of Financial Aid and Scholarships **before we can process any eligible aid**:
 - ✓ A **copy of your Registration form** from the Host Institution
 - ✓ A **copy of your paid receipts** from the Host Institution
3. **You are responsible for paying tuition and fees to the Host Institution.**
4. You are also responsible for requesting an academic transcript from the Host Institution to be sent to FGCU Registrar's Office at the end of the specified academic term. **All credits taken at another school will not count as earned until an official transcript from the Host Institution has been received and processed by the FGCU Registrar.**

The student should keep a copy of this form after Section 2 has been completed before sending the form to the Financial Aid Office at the Host Institution.

All 4 items described above, must be completed and submitted to the FGCU Office of Financial Aid and Scholarships before we can process any aid for which you may be eligible.

➤ **Student Statement of Compliance:** My signature below confirms that I have read and clearly understand the terms and conditions for this agreement as stated above:

Student's Signature

Date

Section 2 – To Be Completed by the Student’s Academic Advisor at FGCU

In which College/School at FGCU is the student enrolled? _____

Is the student currently enrolled in a degree program? Yes No

Is the student in good academic standing? Yes No

Has the student received approval from his/her College/School for
The courses proposed at the Host Institution (Listed in Section 1) Yes No

Will the credits be accepted toward completion of the FGCU degree? Yes No

Signature Name Title Date

Section 3 – To Be Completed by the Host Institution’s Financial Aid Office

| <u>Cost of Attendance</u> <u>(Based on Full time enrollment per Semester)</u> | | <u>Student’s Enrollment Information</u> | |
|--|----------|---|-------|
| Tuition and Fees | \$ _____ | Specify which Semester: | _____ |
| Book & Supplies | \$ _____ | Classes Begin: | _____ |
| Room & Board | \$ _____ | Add/Drop date: | _____ |
| Transportation | \$ _____ | Last Day of Semester: | _____ |
| Personal | \$ _____ | Number of Credits Hrs Enrolled : | _____ |
| Miscellaneous | \$ _____ | Tuition Cost per Credit Hour: \$ | _____ |
| TOTAL | \$ _____ | Lab Fees Paid for this term \$ | _____ |

Statement of Agreement by the Host Institution and FGCU

It is agreed by both institutions that only **FGCU** will award and process financial aid for this student. The **Host** institution agrees to notify **FGCU** of any changes to this student’s enrollment. **FGCU** will be responsible for determining refunds or repayments from this student withdrawal from classes. **FGCU** will be responsible for monitoring this student’s satisfactory academic progress.

Certification

The Host Institution agrees:

1. To verify the student’s enrollment status for each payment period and to notify FGCU promptly in writing if the student withdraws either partially or completely.
2. Not to disburse Title IV aid for this consortium.

Florida Gulf Coast University agrees:

1. To provide payment(s) to this student, if eligible, under Title IV financial aid programs as appropriate for the term(s) specified.

Host Institution Financial Aid Signature

Date

Printed Name and Title

Telephone Number

Florida Gulf Coast University (FGCU) Financial Aid Signature

Date

Printed Name and Title

Telephone Number

Course /Grade /Credit Transfer Policies

Academic credit is an important part of your education abroad experience. Please read these instructions and procedures. If you have questions, please contact the FGCU International Services. We are located in Reed Hall Room 122 or reach us at 239-590-7925.

PRE-DEPARTURE

Before you leave to study abroad on either a FGCU or non-FGCU sponsored program, you are required to have all the courses you intend to take pre-approved on a Course Pre-Approval Form for Study Abroad Program. (Go to www.fgcu.edu/international and click on 'Forms' under the "Study Abroad" category.)

The Course Pre-Approval Form for Study Abroad Program is used for all study abroad programs. This form indicates that your academic advisor has approved your course choices for your program. Once you complete the Course Pre-Approval Form for Study Abroad Program, the grades you earn abroad for the courses listed will appear on your FGCU transcript along with the course numbers, titles and credit hours. If you participate in a FGCU program, these grades will be calculated into your GPA at FGCU and count as FGCU credit. If you participate in a non-FGCU program, the courses and grades will be considered transfer credit and will appear on your transcript; however, they will not count towards your GPA. For most classes you must have a minimum of a C in order for the credits to count. Pass/Fail (S/U) is only an option from certain Schools and it is your responsibility to confirm this in advance.

WHILE YOU ARE ABROAD

Changing courses once you are abroad is not recommended because you may not be able to get a course approved. If you must change courses AFTER arriving abroad (e.g., cancellation of a class), contact your advisor immediately. You are required to obtain your advisor's approval for all course changes. You will need to send him/her the course title, CRN number (prefix/number), and a brief description of the course. If s/he approves the course, a new Course Pre-Approval Form for Study Abroad Program must be completed. Copy Timothy W. Gjini (Tgjini@fgcu.edu) on every message to your academic advisor; ISO must document all discourse regarding credit approval. Remember to request an official copy of your transcript be sent to FGUC. Save all records (e-mails, faxes, etc.) related to course changes. Retain your syllabus and any work returned to you. Bring these documents back to FGCU in the event that there is any question about a course that was not pre-approved.

If you fail to follow the procedures outlined above, there is no guarantee that you will get credit for an unapproved course. Please remember that this is YOUR responsibility and that we cannot do it for you. For students participating in non-FGCU-administered programs, please request that your transcript be sent directly to the attention of: Ms. Susan Parker, Articulation Officer, FGCU Office of Undergraduate Admissions Office. There may be instances when a student will have to request an official evaluation; if this is the case, you will be so advised. (DO NOT have it sent to the International Services Office.)

AFTER YOU RETURN

Your transcript should arrive in the Office of Undergraduate Admissions Office no earlier than one month and no later than four months after the completion of your program. If your transcript does not arrive before the start of the following semester, your class status will not change. This means if you went abroad in the spring as a junior, you will still be considered a junior until your transcript arrives and is processed. Grades will not be processed until your Course Pre-Approval Form for Study Abroad Program is completed with all necessary signatures.



COURSE PRE-APPROVAL FORM FOR STUDY ABROAD PROGRAMS



REED HALL 122

FGCU INTERNATIONAL SERVICES OFFICE

(239) 590.7925

STUDENTS: Read and complete this section before presenting this form, course descriptions and program information to your academic advisor:

Name: _____ Status (Fr,Soph,Jr,Sr): _____ Email: _____ UIN: _____ Major(s)/Minor(s): _____

Name of Agency/Program Sponsor: _____ Location/Country: _____ Start and End Dates of Program Abroad: _____

Faculty/Academic Advisor- Please read this section:

The above named student has consulted the International Services Office wishing to enroll in this study abroad program and is providing you detailed descriptions and/or syllabus for the courses s/he intends to take abroad. Please identify a FGCU course offered that is equivalent to, (and/or which will satisfy as a degree requirement) the course(s) described in the attached materials. The student is generally required to enroll in a standard full load of courses, as defined by the host institution or program sponsor. If the student is unable to enroll in these courses, **once abroad**, or takes courses that were not approved in advance, s/he must communicate with, and seek approval from, the Faculty/Academic Advisor by e-mail and **forward completed form with the new courses to the International Services Office (ISO)**.

RECEIVING FGCU CREDIT ON TRANSCRIPTS:

Following the study abroad experience the student should request that transcripts be sent to the FGCU undergraduate admission office for articulation. Once FGCU articulation officers receive the host institution transcript student's FGCU transcript will reflect courses taken abroad, assigned FGCU equivalents (as applicable), and convert credits/grades earned for the

STUDENT & FACULTY/ACADEMIC ADVISOR: Please keep a copy for your records.

| STUDENT COMPLETES | | | FACULTY/ADVISOR COMPLETES | | |
|---|--------------|---|-------------------------------------|--------------|----------------------------------|
| Study Abroad Course Number (e.g., ISD 4901 or Prefix/Number) | Credit Hours | Study Abroad Course Title (e.g., History of Italy) | FGCU Equivalent (e.g., ASN 4911) | Credit Hours | Comments (Major/Minor Credit) |
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_____ Academic Advisor's Signature _____ Printed Name _____ Department/ College _____ Date _____

RESIDENCY REQUIREMENT FOR SENIORS: Students going abroad during their last 30 credits before graduation must have this section signed by an advisor in their major department. Credits earned by this student during their semester abroad _____ WILL or _____ WILL NOT count toward his/her last 30 hours residency requirement.

FOR ISO USE ONLY: Faculty/Academic Advisor _____ International Services Office (ISO) _____ Student _____ FGCU Articulation Officer _____