

DOCUMENTATION REQUIRED BEFORE LEAVING FOR YOUR STUDY ABROAD

Financial Aid- Scholarships & Award disbursement for Study Abroad

In order to receive REIMBURSEMENT or transient enrollment- Study Abroad documentation is required. Funds will not be released into your student account until ALL documentation is provided.

Please make sure to provide each of the following to the financial aid office and copy GEO in your email correspondence.

Attn: Barbara Font bfont@fgcu.edu & copy cfells@fgcu.edu

1. Email must include the following information:

- a. Provide your name, UIN#, Program Start & End Dates, Program Provider contact information

2. Attach the following items/forms to your email

- a. **Study Abroad Consortium Agreement**- complete section 1 and 2 (page 2 must be signed by your advisor)
- b. **COPY of Course Pre-approval Form** with all appropriate signatures. Your international enrollment **MUST** match the approved classes for reimbursement.
- c. **Receipt from Program Provider** showing payment.
- d. **Confirmation of attendance** after the course begins.
 - Once in country you must send verification of enrollment that shows the specific classes you are taking at the Host Institution.
 - *A screen print from the enrollment page will suffice. It needs to have the school name, student name, term dates and course names to match the pre-approval form.*

3. Financial Aid will be a REIMBURSEMENT after you are in country and have provided all of the information above.

4. To receive credit for your Study Abroad

- AFTER term abroad ends you must submit a COPY of final grades with the OFFICIAL transcript.