

## FINANCIAL AID STUDY ABROAD CHECKLIST

The Office of Student Financial Assistance (OSFA) provides counseling to students regarding the financing of Study Abroad programs. Please keep in mind that ultimately the student is responsible to verify that the Study Abroad program they are enrolled in meets eligibility criteria for Financial Aid. Please refer to the Study Abroad Checklist on our website for additional information. OSFA will complete the Financial Aid Verification (FAV) form provided by your Study Abroad Program upon request. The information provided on the FAV will only contain the aid information available at the time of the counseling session and may not represent your final award until verification of program eligibility can be established.

Student Name (please print): \_\_\_\_\_ PAWS ID: \_\_\_\_\_

1. Please indicate the semester (s) and year (s) that you will enroll as a Study Abroad student.

Fall: \_\_\_\_\_  Spring: \_\_\_\_\_  Summer: \_\_\_\_\_

2. Check the box that applies to you. Check only one box.

- My tuition and fees **are** billed by TCNJ. I understand that I am able to receive federal, state and private Financial Aid if approved. If I am not enrolled as a full-time student both my financial aid and my Cost of Attendance will be adjusted accordingly.
- My tuition and fees **are not** billed by TCNJ. I will pay my tuition and fees to the study abroad institution and/or program provider. I understand that I cannot use any state Financial Aid to pay for my student abroad Program (i.e. Tuition Aid Grant, EOF, EOF Promise, STARS II, etc.).
- I am not sure if I pay tuition and fees directly to TCNJ or to the study abroad institution or program provider. I understand that it is my responsibility to understand the billing process for my study abroad program. I understand that if I am not billed tuition and fees by TCNJ I cannot use any state Financial Aid to pay for my student abroad Program if eligible ( i.e. Tuition Aid Grant, EOF, EOF Promise, STARS II, etc.).

3. If you have any questions regarding the checklist items on the **reverse side of this form** it is your responsibility to consult the appropriate office. The Office of Student Financial Assistance (OSFA) will provide guidance on the following areas:

- **Cost Sheet** - The Study Abroad Cost sheet can be obtained from the Center of Global Engagement's (CGE) website. Questions regarding the costs should be directed to CGE.
- **Resources** - OSFA counsels students regarding resources to pay for Study Abroad Costs based on the cost provided by CGE.
- **Financial Aid** - The cost outlined by the CGE is the maximum amount of Financial Aid you may receive for the semester. Students with special needs will need to submit documentation to OSFA for budget increase approvals.

**Financial Aid**

- Ensure your Financial Aid file is complete prior to beginning your Study Abroad Program.
- Financial Aid for Study Abroad is not disbursed until after the TCNJ Add/Drop period of each semester. Students must make accommodations to pay for all upfront expenses. If this presents an issue, consult the OSFA.
- Check with your Study Abroad Program Provider to confirm if you need to submit a Financial Aid Verification Form. If yes, submit the Study Abroad Financial Aid Verification Form to the OSFA.
- Determine what costs you need help in paying for (i.e. tuition, fees, room & board).
- State aid recipients must review the chart below for aid limitations on programs
- Determine if you need additional funds for other expenses such as food, transportation and personal spending money.

**Note: Private Loans will require a co-signer if the student is the loan applicant.**

**TCNJ Auxiliary Access**

- Register a third party (parent, guardian, friend, etc.) as an Auxiliary User. The Auxiliary User can conduct Financial Aid and Student Account business on your behalf while you are studying abroad. <http://studentaccounts.pages.tcnj.edu/auxiliary-access/>
- OSFA staff can only discuss a student’s Financial Aid with an Authorized User.

**Refund Checks**

- Students who anticipate a refund are highly encouraged to sign up for ‘Refund Direct Deposit’ in PAWS which is managed by the Office of Student Accounts. The refund process does not begin until after the TCNJ Add/Drop dates listed on the TCNJ Academic Calendar. Study Abroad students should budget accordingly if they will need funds prior to receiving their refund check. Advances on refund checks for the semester in which the student is enrolled are not permitted.

Study Abroad Program	Definition	Financial Aid			
		Federal	State	TCNJ Scholarships	Private Scholarships
Exchange Program	*TCNJ bills the student for tuition and fees * Host Institution Program bills the student for other expenses (i.e. room & board, meals, etc.)	Yes	Yes	Yes	<b>At the discretion of the scholarship donor.</b>
TCNJ Semester Programs (Off-Site Global Programs)	* TCNJ bills the student for tuition and fees * Host Institution bills the student for room and board	Yes	Yes	Yes	<b>At the discretion of the scholarship donor.</b>
Faculty Led Programs	* TCNJ bills the student for the program costs (tuition, accommodations, etc.)	Yes	<b>Yes</b>	<b>Yes</b>	At the discretion of the scholarship donor.
Program Provider Programs	*TCNJ does not bill the student. * All costs are paid directly to the program provider	Yes	No	Yes-Merit Scholarships No - EOF Promise Funding	Yes

Note: **TCNJ PERSIST Program** students are not required to study abroad during their first and second year per the PERSIST Guidelines. All questions regarding this guideline must be directed to the coordinator for the PERSIST Program.

4. I have read and understand, the Financial Aid Study Abroad Checklist:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_