

Student Checklist Off-Campus Study Programs

- _____ 1) Meet with faculty advisor to select courses in the program, no later than Advising Week the semester before the program starts.
- _____ 2) Fill out application, with required signatures, listing Montreat College as the billing address.
- _____ 3) Once accepted into the program, complete the Transfer Credit Approval form for the Office of Records and Registration.
- _____ 4) Make sure FAFSA is up to date.
- _____ 5) Meet with Financial Aid staff and apply for aid based on Montreat College tuition or tuition amount of study abroad program and sign award letter. State and Federal aid can apply to the student bill (based on student eligibility), but institutional financial aid, (e.g. Keystone scholarship, athletic awards, Montreat merit awards) will not be applied. [Please note that the faculty/staff benefit will not be applied to off-campus study.]
- _____ 6) Student receives a bill from Student Accounts Office. For CCCU programs, the student pays Montreat College for the cost of the program minus financial aid and the program will bill the college. For some programs, the student may receive their financial aid to pay for the program directly. Review the program withdrawal policy in order to understand your financial obligations should you decide to withdraw from the program once accepted.
- _____ 7) Contact the Student Services Office to make sure their staff knows you will not be housed on campus during your study abroad semester.
- _____ 8) Provide the Records & Registration Office with your contact information or another person to contact if questions/issues concerning the program arise while you are abroad.

For non-approved programs, the student must start the approval process at Montreat College by February 1 for a fall semester program or August 30 for a spring semester program. The student must put in writing why this program is specifically suited to his/her educational goals and calling. Once reviewed by the Academic Affairs Office, the student must meet with his/her advisor to begin selecting appropriate courses before applying to the program. The student must meet with the Records & Registration Office and Financial Aid Office by February 15 for fall programs or September 15 for spring programs. Failure to meet these deadlines may result in non-approval of the request for the specified semester.

NOTE: If a student wants to study for a semester at an international university, he/she must withdraw from Montreat College for that semester. The foreign transcript must be professionally evaluated to determine how many credits will be accepted for transfer.