# Financial Aid Instructions for Study Away 2013-2014 Academic Year

Priority deadlines for completion of the Study Away documents are: **May 1, 2013** for Fall and **November 1, 2013** for Spring.

The following information is required for all AIDED students planning to Study Away, in addition to the standard financial aid application materials.

<table>
<thead>
<tr>
<th>Step</th>
<th>Step Description</th>
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</thead>
</table>
| Step 1 | Financial Aid Eligibility  
Receiving financial aid for your study away semester is contingent upon academic approval to study away. For Petition Alternative programs, you must receive approval from the Committee on Academic Standing (CAS). Contact the Office of the Dean of the College to initiate this process. |
| Step 2 | Complete the Study Away Budget Form and submit to the Office of Financial Aid.  
This is required for **ALL** study away programs. |
| Step 3 | Complete the Consortium Agreement and submit to the Office of Financial Aid.  
This form is required for Petition programs and Approved Alternative programs that are not included on the following list at [http://www.brown.edu/about/administration/financial-aid/study-away-agreements](http://www.brown.edu/about/administration/financial-aid/study-away-agreements). You must complete the top portion of the form and submit it to your host institution; your host institution will complete the bottom section and send the completed form to our office. |
| Step 4 | Request a refund through the Bursar's Office.  
Information about the electronic process is available at: [http://www.brown.edu/bursar/eRefunds](http://www.brown.edu/bursar/eRefunds). This process is required for **ALL programs**, in order to expedite and direct any potential refund from your Brown Student Account to the appropriate program or person. Students who are expecting to receive a refund from Brown to cover any costs above and beyond home school tuition should complete the Refund Request process. Please allow up to 10 days for processing once the refund request is received by the Bursar’s Office.  
**NOTE:** Financial Aid will not disburse to your Brown Student Account until the start date of your program. If your study away program is requesting payment prior to the start date, you should contact your program to request deferring payment until your financial aid is available. For more information, visit our Frequently Asked Study Away Questions at [http://www.brown.edu/about/administration/financial-aid/study-away](http://www.brown.edu/about/administration/financial-aid/study-away). |
| Step 5 | Sign your Master Promissory Notes (if you have NEVER borrowed loans in the past) at the Loan Office.  
If you have NEVER borrowed student loans in the past, you **MUST** accept your loans online and sign your promissory notes before you leave for your Study Away program! This allows your funds to be disbursed to your account and forwarded to the host institution or individual as directed on the Refund Request Form. |
| Step 6 | Meal plan for the semester you return:  
If you plan to enroll in a meal plan for the semester you return to Brown, contact Dining Services to enroll in a meal plan; you are not automatically enrolled in a meal plan for the semester you return from studying away. |
| Step 7 | Other:  
Please visit our Frequently asked questions at [http://www.brown.edu/about/administration/financial-aid/study-away](http://www.brown.edu/about/administration/financial-aid/study-away) |
I. Student Contact Information

Name: ___________________________________________  Banner ID: ____________________________
E-mail Address: ___________________________________  Preferred Phone: _______________________

II. Type of Program

Name of Program: ________________________________  Name of Sponsoring Institution: ______________________
Location of Program: ______________________________

Please Check One:  □ Fall  □ Spring  □ Full Year  □ Summer
Please Check One:  □ Brown Sponsored  □ Approved Alternative  □ Petition Alternative

III. Program Cost Information. Attach documentation of reported costs for room & board, books/supplies, airfare, and additional discretionary expenses.

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home School Tuition</td>
<td>$22,304</td>
</tr>
<tr>
<td>Room &amp; Board</td>
<td>$________</td>
</tr>
<tr>
<td>Books/Supplies</td>
<td>$________</td>
</tr>
<tr>
<td>Airfare</td>
<td>$________</td>
</tr>
<tr>
<td>Additional Discretionary Expenses</td>
<td>$________</td>
</tr>
<tr>
<td><strong>Total Costs</strong></td>
<td>$________</td>
</tr>
</tbody>
</table>

IV. Federal Work Study or Campus Employment cannot be awarded during any Study Away/Abroad period. Would you like to be considered for additional loan borrowing in the absence of the work component? Please check one of the following:

□ Yes, I would like to be considered for additional loan funds to ONLY replace my work study.
□ Yes, I would like to be considered for additional loan funds to cover my work study AND to cover study away costs in excess of my standard semester costs.
□ No, I do not want any extra loan. I understand I will be responsible for any unmet need.

***It is important that you review Brown University’s Home School Tuition policy related to study away. For more information, please visit: [http://www.brown.edu/Administration/OIP/resources/articles/fee_structure.php](http://www.brown.edu/Administration/OIP/resources/articles/fee_structure.php)

***This Study Away Budget Form is a tool used by the Office of Financial Aid to update your cost of attendance and financial aid for the semester(s) that you will be studying away. The student and parent(s) need to discuss a budget or financing options for funding a study away semester(s). Contact the Office of Financial Aid if you have any questions.

Please return completed form to: Brown University, Office of Financial Aid, Box 1827, Providence, RI 02912
Or via fax 401.863.7575
This form must be completed by the student and his/her host institution for ALL Non-Brown Sponsored Study Away programs (foreign & domestic). Brown University is considered the "home" institution and will be the school which will grant the degree for the student named below. This form serves to document the relationship and financial conditions of the host institution and Brown University in the absence of any pre-established partnership. Therefore, the two institutions named below are herein entering into a Consortium Agreement for:

SECTION A: TO BE COMPLETED BY THE STUDENT

Name_________________ Banner ID ___________________ Social Security # ___________________

Enrollment Status: ☐ Full Time ☐ ¾ Time ☐ Half Time ☐ Other

Home Institution: Brown University Host Institution: ______________________

SECTION B: TO BE COMPLETED BY HOST INSTITUTION OFFICE OF FINANCIAL AID

Cost of Attendance: Enrollment Data:

**Please report expenses in US$**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td></td>
</tr>
<tr>
<td>Room and Board</td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td></td>
</tr>
<tr>
<td>Books and Supplies</td>
<td></td>
</tr>
<tr>
<td>Personal</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL: __________________

Enrollment Data:

<table>
<thead>
<tr>
<th>Status</th>
<th>☐ Full Time</th>
<th>☐ ¾ Time</th>
<th>☐ Half Time</th>
<th>☐ Other</th>
</tr>
</thead>
</table>

Starting Date: mm/dd/yyyy Ending Date: mm/dd/yyyy

CERTIFICATION

Brown University will be responsible for determining eligibility for need-based assistance for the above-mentioned student. Payment of any award(s) as a refund is contingent on the student completing all required documents and procedures. Supplemental financial aid application materials must be submitted, and all loans and grants must be fully processed and credited to the Brown University student account, before a refund will be issued. In addition, the student must receive approval from the Brown University Committee on Academic Standing to transfer credits earned during the period of study away.

The Host Institution agrees NOT to provide any financial assistance to the above-mentioned student during the term(s) specified without notifying Brown University. The Host Institution further agrees to notify Brown University of the student's lack of satisfactory academic progress and/or withdrawal from all courses prior to the conclusion of the term(s) specified above.

By signing below, the Host Institution certifies that it has not had its eligibility to participate in the Federal Student Aid programs terminated by the Department of Education or has not voluntarily withdrawn from participation in these programs under a termination, show-cause, suspension, or similar type proceeding.

Signature:

Director of Financial Aid
Brown University

Host Institution Authorized Signature

Institution Name

Printed Name/Title

Phone Number

Email Address

Please return completed form to: Brown University, Office of Financial Aid, Box 1827, Providence, RI 02912
Or via fax 401.863.7575