If you are an AIDED Brown student studying away during fall and/or spring semester, in ADDITION to the standard financial aid application materials, the following are also required:

<table>
<thead>
<tr>
<th>Step</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td><strong>Obtain Academic Approval.</strong> 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.</td>
</tr>
<tr>
<td>Step 2</td>
<td><strong>Ensure that your financial aid application for the 2016-2017 academic year has been submitted by the published deadline(s).</strong> The Office of Financial Aid is unable to review your study away application for financial aid consideration unless/until your financial aid eligibility has first been determined for the 2016-2017 academic year.</td>
</tr>
<tr>
<td>Step 3</td>
<td><strong>Complete the Study Away Budget Form and submit directly to the Office of Financial Aid.</strong> This is required for ALL study away programs. See attached.</td>
</tr>
<tr>
<td>Step 4</td>
<td><strong>Submit the Consortium Agreement to your host institution (if applicable).</strong> This form is ONLY required for Petition programs and Approved Alternative programs that are not included on the following list at <a href="http://www.brown.edu/about/administration/financial-aid/study-away-agreements">http://www.brown.edu/about/administration/financial-aid/study-away-agreements</a>. You must complete the top portion of the form and submit it to your host institution; your host institution should complete the bottom section and return the completed form to the Office of Financial Aid, as instructed.</td>
</tr>
</tbody>
</table>
| Step 5 | **Request a refund through the Bursar’s Office (if applicable).** Information about the electronic process is available at: [http://www.brown.edu/about/administration/bursar/policies](http://www.brown.edu/about/administration/bursar/policies). 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 6 | **Complete Loan Requirements.** If you are borrowing a federal student loan (Federal Direct, Perkins or University Loan) for a semester that you will be studying away, please make sure you complete all loan requirements. Requirements are displayed in Banner Self Service immediately after the loan is accepted. Students may click on the requirements in Banner Self Service to view details about completing entrance counseling and promissory notes online. |
| Step 7 | **Consider meal plan for the semester you return.** Students will not be automatically enrolled in a meal plan at Brown for the semester they return to campus. You can enroll online prior to returning to campus or contact Dining Services directly upon your return. **Note:** Meal plan charges will not be assessed to your bill until after you enroll in a meal plan. |
| Step 8 | **Report any outside scholarship or grant funds that you will receive for studying away.** If you will be receiving any scholarships or grants from/through your study away program/institution or other agency during your semester abroad, please indicate this as instructed on the Study Away Budget Form. |
| Step 9 | **Other Questions?** Visit our website for answers to frequently asked questions at: [http://www.brown.edu/about/administration/financial-aid/study-away](http://www.brown.edu/about/administration/financial-aid/study-away) |
This Study Away Budget Form is a tool used by the Office of Financial Aid to update your cost of attendance and re-calculate financial aid eligibility for the semester(s) that you will be studying away. The student and his/her family should discuss the financing considerations for funding a study away semester(s). Contact the Office of Financial Aid if you have any questions.

### 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 ANY reported costs for room & board, books/supplies, airfare, travel and/or additional expenses.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home School Tuition/semester. If for full year, change to $50,224</td>
<td>$ 25,112 ***</td>
</tr>
<tr>
<td>Rent or Room Charge</td>
<td>$</td>
</tr>
<tr>
<td>Food or Board</td>
<td>$</td>
</tr>
<tr>
<td>Books/Supplies</td>
<td>$</td>
</tr>
<tr>
<td>Airfare/Travel</td>
<td>$</td>
</tr>
<tr>
<td>Additional Expenses (please detail below and attach substantiating documentation)</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL ESTIMATED COST OF ATTENDANCE:** $

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

☐ 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.

### V. Study Away Scholarship or Funding: If you have been awarded scholarship or grant for your study away endeavor that has not previously been reported to the Office of Financial Aid, please provide details below:

Scholarship Source:______________________________  
Amount for Fall:______________________________  
Spring:______________________________

**Will payment be made to Brown? (circle one):**

☐ NO       YES  
(If yes, please make sure payment is made to the Brown Cashier’s Office, Box 1911, Providence, RI 02912)

***Brown University’s Home School Tuition policy applies. For more information, please visit: [http://www.brown.edu/about/administration/financial-aid/study-away](http://www.brown.edu/about/administration/financial-aid/study-away)***

Please return completed form to: Brown University, Office of Financial Aid, Box 1827, Providence, RI 02912  
Fax to 401.863.7575 or scan/email via PDF attachment to financial_aid@brown.edu
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$**
Tuition and Fees ____________ Status: □ Full Time □ ¾ Time □ Half Time □ Other
Room and Board ____________ Starting Date: ____________ Ending Date: ____________
Travel ____________ mm/dd/yyyy mm/dd/yyyy
Books and Supplies ____________
Personal ____________
TOTAL ____________

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
Fax to: 401-863-7575 or scan/email via PDF attachment to financial_aid@brown.edu