

Procedures for Studying Abroad at Longwood University-Information about Registration, Making Payments and Financial Aid

REGISTERING FOR STUDYING ABROAD AND TRANSFER OF STUDY ABROAD CREDIT

You will be registered at Longwood during your study abroad program. You need to obtain information about the courses you plan to take abroad; the Office of International Affairs can assist you with this. When you have obtained the course information, you will work with your academic advisor to complete a Transfer Credit Authorization Form. The Transfer Credit Authorization Form documents the courses that you have committed to take abroad and the Longwood equivalent of those courses, which you will be given credit for (if successfully completed) when you return to Longwood. It is encouraged that you also select alternate courses on this form, in case some classes are unavailable upon your arrival at the host university. The form is then signed by the Dean of the College and put on file with the Registration Office. Therefore it is IMPERATIVE that you notify the Office of International Affairs if any changes are made to your schedule after the Transfer Credit Authorization Form has been signed and filed.

After the Transfer Credit Authorization Form has been completed, you will be registered for a study abroad course at Longwood. The course name will be recorded as "AWAY" for non-language programs and FREN/SPAN/GERM/ESL for language based programs. The section number will be recorded as 311 (fall semester) or 312 (spring semester). Exchange programs will be denoted with an "EX" and non-exchange program will be denoted with an "AB."

Upon the receipt of your academic transcript from the host school by Longwood (which you are responsible for obtaining) your Transfer Credit Authorization Form will be evaluated and you will be given credit for the courses on that form that you have successfully completed. For non-language courses, grades will not be transferred and you will receive a "T" for transfer credit on your transcript. You must achieve the equivalent of a C- for the courses to transfer to Longwood. For language courses, you will receive the equivalent grade.

If you are participating in a faculty-led program, then you will be registered for the specific class, or classes, that are being offered by that program. You will not need to complete a transfer credit authorization form. You will be registered for the study abroad course by the faculty leader of the study abroad program. You will receive credit as you normally would for any other Longwood class, the class will not appear as transfer credit on your transcript, and you will receive a letter grade.

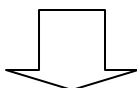
HOW PAYMENT WORKS FOR STUDY ABROAD PROGRAMS

All students studying abroad in individual enrollment programs (i.e. not faculty-led groups programs) are required to pay a non-refundable \$250 Study Abroad Administrative Fee. This fee is paid directly to Longwood University.

1. If you are participating in a Longwood exchange program, you will pay all tuition and fees to Longwood University and all other charges (housing, etc.) directly to the exchange partner school.
2. If you are not participating in an exchange, and instead are participating in a program that does not have a direct billing agreement with Longwood, you will be billed directly by the study abroad program provider for all study abroad program costs.

Financial Aid Recipients: You may be able to work with your study abroad program provider to accept payment after Longwood University disburses and refunds grant and/or loan funding.

3. If you are not participating in an exchange, and instead are participating in a program that does have a direct billing agreement with Longwood, you will pay study abroad program costs directly to Longwood University. Longwood University will then transfer payment to your study abroad program provider. (Please note that there will be additional processing time.)



Virginia Prepaid Education Program (VPEP) Participants: Under certain circumstances VPEP funds may be utilized for study abroad programs. If a VPEP participant (VPEP-eligible student) elects to participate in a study abroad experience, then the VPEP program will usually permit invoicing for “up to” the “value” of the same number of credits (up to 18 credit hours) earned at Longwood.* The VPEP program will not reimburse the \$250.00 Study Abroad Admin Fee (or any other program/course-specific fee). To estimate your maximum fall VPEP allowance, you would first want to determine the number of credits you plan to earn abroad. Next, you would multiply the standard Longwood University undergraduate, in-state tuition rate times that number of credits (not to exceed 18 credits per semester). If the total cost of your study abroad program will exceed the maximum VPEP allowance, then you would need to secure alternate funding to cover any difference. If participating in a program that has a direct billing agreement with Longwood you would pay any cost difference to Longwood. If participating in a program that does not have a direct billing agreement with Longwood, you would pay any cost difference directly to the study abroad program provider.

* Please note: The Virginia College Savings Plan (VCSP) offers opportunities for families to select from multiple available VPEP plans. This means that not all VPEP participants will be eligible for the same level of VPEP funding during any given semester. The (estimate) guidance provided above pertains only to VPEP participants with a full semester’s worth of “4 Year College/University” (VPEP) funding available during the semester the student will study abroad. Also, to be eligible for full VPEP funding during your semester abroad, invoicing for your VPEP allowance must process through your Longwood University student account.

- 4. If you are participating in a faculty-led program, you will be billed at the per credit hour tuition-fee rate for the term in which the program will be completed (i.e. for a study abroad program during summer session 1, you will be billed at the normal on-campus rate for that term). For faculty-led programs, tuition-fee costs (associated university credits to be earned) are assessed *in addition* to trip-related expenses (collected to offset travel, lodging, food, excursion, etc. costs).**

FINANCIAL AID FOR STUDY ABROAD PROGRAMS

You may receive financial aid during your study abroad term, as long as you’re enrolled in an approved, for credit program (**this includes faculty-led programs**). You will need to visit the Office of International Affairs with documentation of the cost and dates of your program, as well as other expenses associated with the study abroad program (airfare, meals, etc.). As soon as you have a budget for your study abroad, you should bring it by the Office of Financial Aid and speak with a counselor. The counselor will assist you in understanding the process and what type of aid you might receive. All of your aid is paid directly to the university and any funds that are left over after paying your Longwood University student account will be refunded to you or a parent (depending on the aid). Your aid is not disbursed until after Longwood University’s semester “Add-Drop” period has ended. If you have a special circumstance, please see a financial aid counselor.

SECURING FINANCIAL AID FOR STUDY ABROAD

You may receive financial aid during your study abroad term, as long as you’re enrolled in an approved, for credit program.

- Visit the Office of International Affairs with documentation of the cost and dates of your program.
- Once you have your budget, visit the Office of Financial Aid and speak with a counselor.
- All aid is paid directly to Longwood. Any funds left over after paying your account, will be refunded to you or a parent (depending on your aid).
- Your aid is not disbursed until after the end of Longwood University’s “Add-Drop” period. However, most study abroad providers will accept late payment if they have documentation that you have financial aid.
- If you have a special circumstance, please see a financial aid counselor.

If you are participating in a faculty-led study abroad program, the same procedures will apply.