

Study Abroad Financial Aid Policy & Procedures

Two or more schools may enter into an agreement so that a student can continue to receive Federal Student Aid funds while studying at a school other than their “home” institution. The agreement refers to the two colleges/universities as the “Home Institution” and the “Host Institution”. Christopher Newport University, the **Home Institution**, is where the student is fully matriculated and from which they will earn a degree. The Study Abroad Institution, the **Host Institution**, is where the student temporarily takes courses, whose credits will be transferred back to Christopher Newport.

Guidelines for Christopher Newport University (**Home Institution**) to enter into an agreement:

1. The host institution may be an **eligible program** that meets federal requirements for Title IV programs as listed in 34 CFR 668.8

OR

2. The host institution may be an **ineligible program** so long as the institution has never had its Title IV eligibility revoked or removed. Host institutions must never have been terminated by the Department of Education from participating in Title IV programs; must never have voluntarily withdrawn their Title IV participation due to an administrative proceeding initiated by the Department of Education, accrediting or state licensing agency, or guarantor; or must never have had their application for certification to participate in Title IV programs revoked or denied by the Department of Education.

Guidelines for a student to receive financial aid for a non-Christopher Newport led study abroad program:

1. Must be a degree-seeking student at Christopher Newport.
2. Must complete a Free Application for Federal Student Aid (FAFSA) with Christopher Newport’s school code: 003706, for consideration of need-based aid.
3. Must submit a complete and signed Study Abroad Financial Aid Request Form.
4. Must submit the Christopher Newport Course Approval Form and a copy of the study abroad course schedule to the Office of Study Abroad. Courses taken at the host institution must count towards the student’s program at Christopher Newport University.
5. Must submit an official transcript to Christopher Newport confirming completion of courses for the semester attended within 30 days of the last date of enrollment at the Host Institution.
6. Must maintain the standards of Satisfactory Academic Progress (SAP) set by Christopher Newport if receiving federal and/or state aid.

Eligibility and Disbursement of Title IV Aid:

Christopher Newport University’s Office of Financial Aid will be responsible for the calculation and disbursement of Title IV aid, confirming eligibility at the time of disbursement, and maintaining all records related to disbursing Title IV aid. The Study Abroad Financial Aid Request Form will serve as the consortium/contractual agreement which allows Christopher Newport to disburse financial aid based on a student’s combined enrollment at both institutions. The Office of Financial Aid will monitor SAP and perform loan counseling, if required.

The student is responsible for payment of all charges with the study abroad institution or provider. Financial aid funds cannot be used to pay for fees that are due prior to the start of the program.

All financial aid, to include scholarships, will be disbursed to the student billing account just the same as if you were attending a regular semester at Christopher Newport.

Fall and spring semester program disbursements are made after the close of the Christopher Newport add/drop period, as published in the academic calendar. Summer program disbursements are made after the begin date of the extended summer term, as published in the academic calendar.

Any remaining credit balance will be refunded directly to the student. Students must ensure they have selected a refund preference with the Office of Student Accounts, prior to their study abroad travel. Refunds are processed through BankMobile, a third-party servicer. For more information about BankMobile, visit this link:

<https://bankmobiledisbursements.com/refundchoicesso/>.

Students are responsible for using their financial aid refund to pay any outstanding tuition and fees with the study abroad institution or provider and should consult with the Office of Study Abroad regarding program costs and payment deadlines.

If a student fails to submit a final transcript to Christopher Newport, withdraws from the program and/or fails to complete the approved courses, the aid disbursed is subject to cancellation and may be returned to the appropriate funding source(s). If necessary, Christopher Newport's Office of Financial Aid will be responsible for any return calculations which determine a student's earned portion of eligible aid. Students will be responsible for payment of the full balance incurred due to the cancellation of aid. In addition, students may lose eligibility for future aid if they fail to meet the SAP requirements.

Cost of Attendance:

The cost of attendance breakdown is provided by the Christopher Newport Study Abroad Office in collaboration with the host institution. The cost of attendance includes various components and are based upon the program of study. Cost components include, but are not limited to: tuition, fees, room, board, and travel cost. Adjustments to each cost component may be made at the discretion of the Office of Study Abroad.

Enrollment Period and Status:

Christopher Newport led study abroad programs must have beginning and ending course dates that fall within a Christopher Newport standard enrollment period for consideration of aid. Non-Christopher Newport led study abroad program dates are not required to meet the standard enrollment period. For both types of programs, the payment period will align with Christopher Newport's standard enrollment period.

Should enrollment status change, the host institution must notify Christopher Newport's Office of Study Abroad as soon as possible. Updates to enrollment status may be made retroactively after the student has returned from the host institution if there has been a change from the student's original intended enrollment status.

If the student is enrolled in courses at both Christopher Newport University and the host institution, award eligibility will be based on combined enrollment.

Undergraduate Enrollment Statuses:

Full-Time	12+ credits
$\frac{3}{4}$ Time	9-11 credits
Half-Time	6-8 credits
Less-than-Half-Time	Less than 6 credits

Graduate Enrollment Statuses:

Full-Time	9+ credits
$\frac{3}{4}$ Time	7-8 credits
Half-Time	5-6 credits
Less-than-Half-Time	Less than 4 credits

Eligibility and Disbursement of Christopher Newport University Study Abroad Scholarships:

Christopher Newport Study Abroad Scholarships are restricted to degree-seeking undergraduate students participating in foreign study approved through the Christopher Newport’s Office of Study Abroad. President’s Leadership and/or Honors Program students qualify for a Study Abroad Scholarship, assuming they meet the scholarship application deadline and remain in good standing within their program contracts. Programs must be full fall, spring or summer term programs to qualify. Fall break, spring break, and/or winter break programs do not qualify for the study abroad scholarship.

The Office of Study Abroad is responsible for identifying all students interested in studying abroad and sharing a student interest list with the Office of Financial Aid. The Office of Financial Aid is responsible for student outreach regarding scholarship information and financial aid options. Ultimately, the Office of Financial Aid is responsible for calculation and disbursement of Study Abroad Scholarships, confirming eligibility at the time of disbursement, and maintaining all records related to Study Abroad Scholarships.

Institutional and Foundation scholarship eligibility is determined based on the enrollment and student status at the time of the University’s Census date, each semester.

Guidelines for Accepting Coursework from a Host Institution:

All courses must be approved by the appropriate Christopher Newport Department Chair. Students must list their requested courses on the course approval form and submit to the Office of Study Abroad. The Office of Study Abroad will contact the appropriate Department Chair on behalf of the student, maintain a copy of the completed approval, and submit the approval to the Office of the Registrar. The Department Chairs are responsible for approving all courses and determining the credit value of the course.

Courses must count towards the student’s degree completion requirements and Christopher Newport must award academic credit for host school courses on the same basis as its own courses. For a course to be eligible for transfer back to Christopher Newport, the student must earn a “C” grade or higher. The Department Chairs determine how grades transfer back to Christopher Newport during the course approval process. The Office of Study Abroad provides the Department Chairs with the suggested equivalent grading scale as provided by the host institution for reference.

Recordkeeping and Reporting:

The Office of the Registrar is responsible for maintaining documentation related to course approval and enrollment reporting through the National Student Clearinghouse.

The Office of Financial Aid is responsible for maintaining records related to student eligibility, calculation of funding, disbursement of funds, returns of Title IV funds, refunds of overpayments, and institutional refunds and repayments.

Office of Financial Aid

The Office of Study Abroad is responsible for maintaining records related to program requirements and confirmation of enrollment from the host institution or provider and informing the Office of Financial Aid in a timely manner if a student withdraws from or discontinues participation in a study abroad program, for any reason. Further, the Office of Study Abroad is responsible for ensuring the required documentation received by the student, host institution or provider is shared with the Office of the Registrar and/or the Office of Financial Aid.